

<b>SOLICITATION, OFFER AND AWARD</b>		1. THIS CONTRACT IS A RATED ORDER <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		RATING		PAGE 1A	OF PAGES 82
2. CONTRACT NO.		3. SOLICITATION NO. DTFANM-11-R-00009		4. THIS IS A: SMALL BUSINESS SET-ASIDE <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		5. DATE ISSUED 10/14/2010	6. REQUISITION/PURCHASE NO.
7. ISSUED BY: <b>FEDERAL AVIATION ADMINISTRATION ACQUISITION MANAGEMENT BRANCH, ANM-52 1601 LIND AVE. S.W. RENTON, WA 98057</b>				8. ADDRESS OFFER TO (If other than Block 7)			

**SOLICITATION**

9. Offers in original and 1 copies for furnishing the supplies or services in the Schedule will be received at the place in the depository specified in Item 8, or if hand-carried located in 1601 Lind Ave. S.W., Renton WA Suite 340 until **12PM** local time 11/10/20  
(Hour) (Date)

**CAUTION - LATE Submissions, Modifications, and Withdrawals: See Section L.**

10. FOR INFORMATION CALL:	A. NAME ANGELA MIHALEK	B. TELEPHONE NO. (Include area code) (NO COLLECT CALLS) 425-227-1150
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**OFFER (must be fully completed by Offeror)**

12. In compliance with the above, the undersigned agree, if this offer is accepted within 60 calendar days (60 calendar days unless a different period is inserted by the Offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.

13. DISCOUNT FOR PROMPT PAYMENT (See Section I, Clause No. 3.3.1-6)	10 CALENDAR DAYS %	20 CALENDAR DAYS %	30 CALENDAR DAYS %	CALENDAR DAYS %
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14. ACKNOWLEDGMENT OF AMENDMENTS (The Offeror acknowledges receipt of amendments to the SOLICITATION for Offerors and related documents numbered and dated)	AMENDMENT NO.	DATE	AMENDMENT NO.	DATE

15A. NAME AND ADDRESS OF OFFEROR	16. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print)
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15B. TELEPHONE NO. (Include area code)	15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE <input type="checkbox"/>	17. SIGNATURE	18. OFFER DATE
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**AWARD (To be completed by Government)**

19. ACCEPTED AS TO ITEMS NUMBERED	20. AMOUNT	21. ACCOUNTING AND APPROPRIATION DATA	
22. RESERVED	23. SUBMIT INVOICES TO ADDRESS SHOWN IN (4 copies unless otherwise specified)		ITEM
24. ADMINISTERED BY (if other than item 7)		25. PAYMENT WILL BE MADE BY	
26. NAME OF CONTRACTING OFFICER (Type or print)		27. UNITED STATES OF AMERICA	28. AWARD DATE

**PART I - SECTION B**  
**SUPPLIES/SERVICES & PRICE/COST**

**B001. PRICES/COSTS:** Furnish all labor, materials, equipment, transportation, insurance, notifications, licenses, permits, fees and supervision necessary for Janitorial Services for the Bethel, Alaska, Air Traffic Control Tower and Base Building, Airway Facilities Offices, and Transient Quarters, in accordance with the specifications, drawings, contract clauses, and wage rates.

**Base Period: Date of Award to 12/1/2010 – 09/30/2011**

<u>CLIN NO.</u>	<u>DESCRIPTION</u>	<u>UNIT</u>	<u>QUANTITY</u>	<u>TOTAL – MONTHLY</u>	<u>TOTAL – ANNUALLY</u>
0001	Janitorial Services for ATCT and Base Building	Per Month	10	\$ _____	\$ _____
0002	Janitorial Services for Airway Facilities Offices	Per Month	10	\$ _____	\$ _____
0003	Janitorial Services for Transient Quarters and Building #303, #300 and #203	Per Month	10	\$ _____	\$ _____
0004	Janitorial Services – Call Outs for Transient Quarters	Job	Estimate 10 call-outs per year	\$ _____ per call out	\$ _____ total

**Option Year One: 10/01/2011 – 09/30/2012**

<u>CLIN NO.</u>	<u>DESCRIPTION</u>	<u>UNIT</u>	<u>QUANTITY</u>	<u>TOTAL – MONTHLY</u>	<u>TOTAL – ANNUALLY</u>
0001	Janitorial Services for ATCT and Base Building	Per Month	12	\$ _____	\$ _____
0002	Janitorial Services for Airway Facilities Offices	Per Month	12	\$ _____	\$ _____

0003	Janitorial Services for Transient Quarters Building #303, #300 and #203	Per Month	12	\$ _____	\$ _____
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**Option Year Two: 10/01/2012 – 09/30/2013**

<u>CLIN NO.</u>	<u>DESCRIPTION</u>	<u>UNIT</u>	<u>QUANTITY</u>	<u>TOTAL – MONTHLY</u>	<u>TOTAL – ANNUALLY</u>
0001	Janitorial Services for ATCT and Base Building	Per Month	12	\$ _____	\$ _____
0002	Janitorial Services for Airway Facilities Offices	Per Month	12	\$ _____	\$ _____
0003	Janitorial Services for Transient Quarters Building #303, #300 and #203	Per Month	12	\$ _____	\$ _____

**Option Year Three: 10/01/2013 – 09/30/2014**

<u>CLIN NO.</u>	<u>DESCRIPTION</u>	<u>UNIT</u>	<u>QUANTITY</u>	<u>TOTAL – MONTHLY</u>	<u>TOTAL – ANNUALLY</u>
0001	Janitorial Services for ATCT and Base Building	Per Month	12	\$ _____	\$ _____
0002	Janitorial Services for Airway Facilities Offices	Per Month	12	\$ _____	\$ _____
0003	Janitorial Services for Transient Quarters Building #303, #300 and #203	Per Month	12	\$ _____	\$ _____

**Option Year Four: 10/01/2014 – 09/30/2015**

<u>CLIN NO.</u>	<u>DESCRIPTION</u>	<u>UNIT</u>	<u>QUANTITY</u>	<u>TOTAL - MONTHLY</u>	<u>TOTAL - ANNUALLY</u>
0001	Janitorial Services for ATCT and Base Building	Per Month	12	\$ _____	\$ _____
0002	Janitorial Services for Airway Facilities Offices	Per Month	12	\$ _____	\$ _____
0003	Janitorial Services for Transient Quarters Building #303, #300 and #203	Per Month	12	\$ _____	\$ _____

The offered price shall encompass all costs related to (a) direct and indirect labor, fringe benefits, overhead, G&A expenses, profit, material, equipment, other direct costs, insurance, freight, handling, transportation, inspection, testing, operation and maintenance manuals, bonds, etc , (b) federal, state, and local taxes, (c) all applicable fees permits, licenses, and (d) any miscellaneous charges.

Effective April 1, 1996, the Federal Aviation Administration (FAA) began operating under the new FAA Acquisition Management System. The 1996 DOT Appropriation Act, Public Law 104-50, mandated that the FAA rewrite its acquisition regulations and granted legislative relief from certain laws. The Federal Acquisition Regulations (FAR), Federal Acquisition Streamlining Act of 1994, Small Business Act, and Competition in Contracting Act, are three of these laws.

**B002. SOLICITATION QUESTIONS:** All contractors proposing this project desiring an interpretation or clarification of the specifications, drawings, contract terms and conditions, etc., must request in writing (email is acceptable) at least 3 calendar days prior to the date for receipt of proposals to the Federal Aviation Administration, Attn: Angela Mihalek, 1601 Lind Avenue S.W., Renton WA 98057 or FAX (425) 227-1055 or by email at [Angela.Mihalek@faa.gov](mailto:Angela.Mihalek@faa.gov) . Telephone questions **will not** be accepted. The offer shall provide an address, telephone and FAX number. The Contracting Officer is the only person authorized to make clarifications, interpretations, or changes to this solicitation.

**B003. TIERED EVALUATION.** A tiered evaluation of offers will be used in source selection for this contract, and offers from other-than small business concerns will only be considered after the determination that an insufficient number of offers from responsible small business concerns were received (see Part IV, Section M for details).

**SERVICE CONTRACT ACT WAGE RATES APPLY. SEE ATTACHMENT C.**

**OFFERS SHALL INCLUDE ALL APPLICABLE STATE AND LOCAL TAXES.**

**SUBMIT OFFERS TO: SEE SECTION "L"**

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**PART I - SECTION C**  
**SCOPE OF WORK**

WORK SPECIFICATIONS

SOUTHWEST ALASKA SSC/BETHEL - FY 2011

COMSERFAC (TEMPORARY OFFICE) BLDG. 303

ALL WORK DESCRIBED HEREIN SHALL BE DONE IN ACCORDANCE WITH THE FOLLOWING SPECIFICATIONS AND STANDARDS. APPENDIX A LISTS THE ROOMS, THE ESTIMATED SQUARE FOOTAGE, AND THE NUMBER OF DAYS PER WEEK EACH IS TO RECEIVE GENERAL JANITORIAL SERVICES. MOST SERVICES CAN BE PERFORMED ANY TIME BETWEEN THE HOURS OF 5 P.M. AND 5 A.M., EXCLUDING HOLIDAYS, EXCEPT THAT WORK WHICH WOULD HAVE NORMALLY BEEN DONE ON THE HOLIDAY SHALL BE DONE THAT FOLLOWING DAY IN ADDITION TO THAT DAY'S NORMAL DUTIES. ALL WORK SHALL BE ACCOMPLISHED AT THE SPECIFIED TIMES EXCEPT BY MUTUAL AGREEMENT BETWEEN THE CONTRACTOR AND THE CONTRACTING OFFICER'S REPRESENTATIVE (COR).

ALL SUPPLIES AND EQUIPMENT REQUIRED TO PERFORM THIS CONTRACT SHALL BE CONTRACTOR-FURNISHED.

WORK SHALL BE LIMITED TO THE SSC BUILDING NO. 303, Community Service Facility (COMSERFAC), WHICH IS BEING USED AS TEMPORARY OFFICES.

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A. **Once Weekly: To be performed one day a week. Friday or Saturday.**

1. Restroom:  
Rooms: 106 and 107

Specifications: Damp wipe all washbasins, faucets, dispensers, plumbing fixtures, tops and bottoms of toilet seats, pipes, walls in the immediate area of washbasins. Spot clean toilet doors and partitions with a solution of water, detergent, odor counteractant, and germicide. Pour a quantity of the solution into each toilet bowl and urinal, and clean with a bowl brush. Remove stubborn stains in washbasin with a chlorinated powder, and remove lime deposits, rust or other stains from toilet bowls and urinals with an acid-type cleaner. Damp wipe all cleaned surfaces with clean water, and wipe dry with a clean cloth. Rinse treated areas thoroughly with clean water after each treatment. Clean mirrors with a commercial glass cleaner and polish with a lint-free cloth. Fill all soap, paper towel and toilet paper dispensers and check to insure proper operation. Vacuum floors and mop with a solution of water, detergent, odor counteractant, and germicide.

Standard: A properly cleaned restroom is free of all streaks, stains, deposits and odors.

2. Floors, Carpeted:  
Rooms: 100, 101, 108 and 112

Specifications: Vacuum carpet with an industrial-type vacuum cleaner and inspect for spots. When spots appear, remove with an appropriate industrial-grade spot removing solution using manufacturer's recommended techniques.

Standard: A properly spot-cleaned vacuumed rug or carpet is free of all stains, matted areas, and cleaning marks, and has a uniformly bright appearance.

3. Floors, Tiled:  
Rooms: 109, 110 including counter area, and 111

Specifications: Sweep or vacuum floor. Mop with an appropriate floor cleaner for tile floors. Rinse if needed.

Standard: A properly cleaned floor is free of all dirt, grease, and marks and has a uniformly clean appearance.

4. Entrance Mats:  
Front, Side, and Back Entrances

Specifications: Vacuum entrance mats with an industrial-type vacuum cleaner.

Standard: A properly cleaned mat is free of dirt and gravel.

5. Waste Receptacles:  
Rooms: All

Specifications: Empty all waste from waste receptacles into contractor-furnished plastic bags and wipe receptacles inside and out as necessary. Waste receptacles which have been lined with a plastic bag are not required to be wiped provided no leakage has occurred. Plastic liners are to be changed when stained or soiled. Place sealed plastic trash bags in dumpsters located near the housing area.

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Standard: A properly cleaned waste receptacle and plastic liner are free of all waste residue.

6. Kitchen:  
Room: 112

Specifications: Damp wipe microwave oven, faucets, sink, and walls in immediate area of sink, and refrigerator and stove with a solution of water, detergent, odor counteractant, and germicide. Use a chlorinated powder to remove stubborn stains. Damp wipe all cleaned surfaces with clean water and wipe dry with a clean cloth.

Standards: A properly cleaned room is free of all stains, streaks, smudges, deposits, odors, debris, and has an orderly appearance.

7. Front, Back and Side Entrances

Specifications: Remove any accumulation of snow and ice from the walkway and decking, using a tool that won't harm the decking or walkway.

Standard: A properly cleaned area is free of ice and snow.

**B. Weekly: To be performed on the same day each week.**

1. Furniture Dusting:  
Rooms and Radiators: All

Specifications: Dust all cabinets, tables, chairs, counters, bookshelves, lockers,, consoles, wall-mounted appurtenances, and window sills. Remove all spots and stains with a damp cloth. Equipment such as radios, projectors, and electronic equipment setting or stored on shelves and tables are not to be dusted, moved or handled.

Standard: A properly cleaned and dusted surface is free of all spots, stains, dust lint and cobwebs.

2. Janitor's Closet:  
Room: 102

Specifications: Damp wipe all surfaces with clean water and wipe dry with a clean cloth. Sweep/Vacuum floor and mop with a solution of water, detergent, odor counteractant and germicide. Store supplies in a neat and orderly manner and in accordance with the FAA Fire Safety Inspection Program.

Standard: A properly cleaned janitor's closet is free of all stains, streaks, smudges, deposits, odors and debris with all materials stored in an orderly manner.

**C. Monthly: To be performed during the second week of each month.**

1. Windows, Inside and Heat Registers:  
Rooms: All

Specifications: Wash all windows on the inside only. Wipe away all spillage, drippings, and stains immediately with a damp cloth. *Clean and wipe sills and heat registers.*

Standard: A properly washed window is free of all streaks, smudges and film.

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**D. Quarterly: To be performed by the last workday of December, March, June, and September.**

1. Furniture: Vacuum and Damp Wipe.  
Rooms: All

Specifications: Damp wipe vinyl covered seats of chairs and sofas with detergent solution, damp wipe cleaned surfaces with clean water and wipe with a clean cloth, until dry. Vacuum all chairs with fabric seats and backs.

Standard: A properly cleaned and dusted surface is free of all spots, stains, dust, lint and cobwebs.

2. Carpet Cleaning:  
Rooms: All

Specifications: After vacuuming shampoo the carpet using an industrial grade foam rug cleaner applying the manufacturer's recommended techniques.

Standard: A properly shampooed carpet is free of all streaks, stains and matted areas, and has a uniformly bright appearance.

**E. Semi-annual: To be performed in May and September.**

1. Windows, Outside:  
Rooms: All

Specifications: Wash all windows on the outside. Wipe away all spillage, drippings and stains immediately with a damp cloth. When temperatures are below 30 degrees F., add an appropriate alcohol or chemical to the solution to prevent freezing.

Standard: A properly washed window is free of all fingerprints, streaks, smudges and film.

2. Walls, Doors, Wood Cabinets, Woodwork and Light Fixtures.  
Rooms: All

Specifications: Wash all interior walls, doors and woodwork with a detergent solution; rinse with a damp sponge dipped frequently in lukewarm water and wipe with a clean cloth. Give special attention to dust catching areas such as door louvers, sills, vents, grilles, shelving, and light fixtures. Protect rugs, carpets and furniture with drop cloths. Wipe away any spillage and drippings immediately with a damp cloth. Return furniture, pictures, etc., which may have been moved to their original position. Also remove and clean venetian blinds.

Standard: A properly cleaned wall, door, cabinet, woodwork and light fixtures is free of all stains, spots, streaks, smudges and film, and has a uniformly bright appearance.

**F. Annually: To be performed between May 15 and May 30.**

1. Ceiling:  
All Ceilings



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Specifications: Clean acoustical ceiling tiles with a vacuum cleaner using a soft bristled brush attachment. Remove all spots and stains with gum eraser or wallpaper cleaner in accordance with the manufacturer's recommended techniques.

Standard: A properly cleaned acoustical tile is free of all dirt, grit, spots, stains, lint and cobwebs.

2. Floors:

All Tile Floors

Specifications: Strip and wax floors with a hard wax that will last throughout the year and is appropriate for the type of tile on the floors.

Standard: A good waxed floor is one that is clean and shiny and free of any marks.

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WORK SCHEDULE - GENERAL JANITORIAL SERVICE

<u>Room Name and #</u>	<u>Floor Covering</u>	<u>Frequency</u>	<u>Sq. Footage</u>
Room 100 Entry	Carpet	Once Weekly	83.0
Room 101 Bus Stop	Carpet	Once Weekly	101.33
Room 102 Janitor Closet	Tile	Once Weekly	25.0
Room 103 Electrical Room	Tile	Not in Contract	0.0
Room 104 Storage Room	Tile	Not in Contract	0.0
Room 105 Mechanical Room	Tile	Not in Contract	0.0
Room 106 Restroom, Mens	Tile	Once Weekly	174.0
Room 107 Restroom, Womens	Tile	Once Weekly	174.0
Room 108 Exercise Rm (Office)	Carpet	Once Weekly	341.28
Room 109 Meeting Room (Office)	Tile	Once Weekly	279.0
Room 110 Meeting Room (Office) (includes counter area)	Tile	Once Weekly	1055.64
Room 111 Kitchen	Tile	Once Weekly	182.41
Room 112 Hallway (Corridor)	Carpet	Once Weekly	214.77
<b>Total 2,630.43</b>			

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WORK SPECIFICATIONS  
BETHEL TOWER BASE BUILDING  
FY 2011

ALL WORK DESCRIBED HEREIN SHALL BE DONE IN ACCORDANCE WITH THE FOLLOWING SPECIFICATIONS AND STANDARDS. APPENDIX A LISTS THE ROOMS, THE ESTIMATED SQUARE FOOTAGE, AND THE NUMBER OF DAYS PER WEEK EACH IS TO RECEIVE GENERAL JANITORIAL SERVICES. MOST SERVICE CAN BE PERFORMED ANY TIME DURING THE HOURS OF 5 P.M. AND 5 A.M., EXCLUDING HOLIDAYS; EXCEPT THAT WORK WHICH WOULD HAVE NORMALLY BEEN DONE ON THE HOLIDAY SHALL BE DONE THAT FOLLOWING DAY IN ADDITION TO THAT DAY'S NORMAL DUTIES. ALL WORK SHALL BE ACCOMPLISHED AT THE SPECIFIED TIMES EXCEPT BY MUTUAL AGREEMENT BETWEEN THE CONTRACTOR AND THE CONTRACTING OFFICER'S REPRESENTATIVE (COR).

ALL SUPPLIES AND EQUIPMENT REQUIRED TO PERFORM THIS CONTRACT SHALL BE CONTRACTOR-FURNISHED.

WORK SHALL BE LIMITED TO THE TOWER BASE BUILDING.

NOTE: TRASH AND WASTE CONTAINED IN THE PLASTIC BAGS IS TO BE REMOVED FROM THE BASE BUILDING AND PLACED IN THE DUMPSTER LOCATED AT THE FAA HOUSING AREA.

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**A. Once weekly: To be performed Friday or Saturday.**

1. Item: Floors, carpeted  
Rooms: 101, 102, 103, 107, 108, 109, 110, 111, 112, & 114.

Specifications: Vacuum carpet with an industrial-type vacuum and inspect for spots. When spots appear, remove with an appropriate industrial-grade, spot removing solution using manufacturer's recommended techniques. Vacuum behind consoles.

Standard: A properly spot-cleaned, vacuumed rug or carpet is free of all stains, matted areas, and cleaning marks, and has a uniformly bright appearance.

2. Item: Entrance Mats  
Rooms: Front/Rear Entrances

Specifications: Vacuum mats at front and rear entrance with an industrial-type vacuum cleaner.

Standard: A properly cleaned mat is free of dirt and gravel.

3. Item: Restroom  
Room: 105

Specifications: Damp wipe all washbasins, faucets, dispensers, plumbing fixtures, tops and bottoms of toilet seats, pipes, walls in the immediate area of washbasin with a solution of water, detergent, odor counteractant, and germicide. Pour a quantity of the solution into each toilet bowl and clean with a bowl brush. Remove stubborn stains in washbasin with a chlorinated powder, and remove lime deposits, rust, or other stains from toilet bowls and surfaces with clean water, and wipe dry with a clean cloth. Rinse treated areas thoroughly with clean water after each treatment. Clean mirrors with a commercial glass cleaner, and polish with a lint-free cloth. Fill all soap, paper towel, and toilet paper dispensers, and check to insure proper operation. Vacuum floors and mop with a solution of water, detergent, odor counteractant, and germicide. Wipe down heat register.

Standard: A properly cleaned restroom is free of all streaks, stains, deposits, and odors.

**Rooms 113 and 102:** Clean sink located in janitorial room and break area.

4. Reserved
5. Item: Waste Receptacles  
Rooms: All

Specifications: Empty all waste from waste receptacles into contractor-furnished plastic bags and wipe receptacles inside and out as necessary. Waste receptacles which have been lined with a plastic bag are not required to be wiped provided no leakage has occurred. Plastic liners are to be changed when stained or soiled. Place sealed plastic bags in dumpsters located near housing area.

Standard: A properly cleaned waste receptacle and plastic liner are free of all waste residue.

6. Item: Furniture, dusting  
Rooms: All

Specifications: Dust all cabinets, tables, chairs, counters, bookcases, lockers, closet shelves, radiators, windowsills, doorsills, banisters,, consoles, and wall-mounted appurtenances. Remove all spots and stains with a damp cloth.

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Equipment such as radios, projectors, and electronic equipment, setting or stored on shelves and tables, is not to be dusted, moved, or handled.

Standard: A properly cleaned and dusted surface is free of all spots, stains, dust, lint, and cobwebs.

7. Item: Janitor's Closet  
Room 113

Specifications: Vacuum floor and mop with a solution of water, detergent, odor counteractant, and germicide. Store supplies in a neat and orderly manner and in accordance with the FAA Fire Safety Inspection Program.

Standard: A properly cleaned janitor's closet is free of all stains, streaks, smudges, deposits, odors, and debris, and has an orderly appearance.

8. Item: Front Entrance

Specifications: Remove any accumulation of snow or ice from the landing and steps of the entrances to the base building mechanical room and entrance door.

Standard: A properly cleaned area is free of ice and snow.

**B. Weekly: To be performed on the same day each week.**

1. Reserved

**C. Monthly: To be performed during the second week of each month.**

1. Windows, Inside:  
Rooms: All

Specifications: Wash all windows on the inside only. Wipe away all spillage, drippings, and stains immediately with a damp cloth.

Standard: A properly washed window is free of all streaks, smudges and film.

**D. Quarterly: To be performed by the last workday of January, March, June, and September.**

1. Item: Carpet Cleaning  
Rooms: 101, 102, 103, 107, 108, 109, 110, 111, 112, & 114.

Specifications: After vacuuming, shampoo the carpet using an industrial grade foam rug cleaner, using manufacturer's recommended techniques. The time for accomplishment will be agreed upon between the contractor and the contracting officer's representative.

Standard: A properly shampooed carpet is free of all streaks, stains, and matted areas, and has a uniformly bright appearance.

2. Item: Floors, uncarpeted waxing  
Rooms: 105 and 113.

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Specifications: Strip all old wax from tiled and wood floors using an appropriate industrial-grade wax remover and a brush or steel-wool agitation. Remove all marks and stains with an appropriate cleansing agent. Rinse with clean water to remove all wax. Use a wax equal or superior to Federal Specification P-W-155A, using the manufacturer's recommended techniques. Buff to a uniform high gloss. Remove all wax deposits from furniture legs, cabinets, baseboards, and doorjambs.

Standard: A properly cleaned, waxed, and buffed floor is free of all marks, stains, streaks, and wax buildup, and has a uniformly bright appearance.

3. Item: Furniture, vacuum, and damp wipe  
Rooms: 108, 110, 111, 112.

Specifications: Damp wipe vinyl-covered seats of chairs and sofas with detergent solution, damp wipe cleaned surfaces with clean water and wipe dry with a clean cloth. Vacuum all chairs with fabric seats and backs.

Standard: A properly cleaned and dusted surface is free of all spots, stains, dust, lint, and cobwebs.

4. Item: Walls, doors, and woodwork (spot clean)  
Rooms: All

Specifications: Spot clean all walls, doors, and woodwork using an appropriate spot removing agent to remove all fingerprints, spots, stains, and smudges. Wipe away any stains, spillage, and drippings with a damp cloth.

Standard: A properly spot-cleaned wall, door, and woodwork is free of all fingerprints, spots, smudges, and stains.

5. Item: Windows, outside  
Rooms: All

Specifications: Wash all windows on the outside. Wipe away all spillage, drippings, and stains immediately with a damp cloth. When temperatures are below 30°F, add an appropriate alcohol or chemical to the solution to prevent freezing.

Standard: A properly washed window is free of all finger-prints, streaks, smudges, and film.

**E. Every three months (October, January, April, and July)**

1. Item: Refrigerator and Microwave Oven  
Room: 102

Specifications: Defrost the refrigerator and clean with a solution of warm water and baking soda and wipe dry with a clean cloth. Clean the microwave oven using warm water and baking soda and wipe dry with a clean cloth, being sure to remove all food particles.

**F. Semiannual: To be performed in April and October.**

1. Item: Walls, doors, and woodwork  
Rooms: All

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Specifications: Wash all interior walls, doors, and woodwork with a detergent solution, rinse with a damp sponge dipped frequently in lukewarm water, and wipe with a clean cloth. Give special attention to dust-catching areas such as door louvers, sills, vents, grilles, etc. Protect any stains, spillage, and drippings immediately with a damp cloth. Return furniture, pictures, etc., which may have been moved, to their original position.

Standard: A properly cleaned wall, door, and woodwork is free of all stains, spots, streaks, cobwebs, and film, and has a uniformly bright appearance.

2. Item: Cabinets, wood  
Rooms: As applicable

Specifications: Clean wood cabinets with an industrial-grade, wood panel cleanser and wax using the manufacturer's recommended techniques.

Standard: A properly cleaned wood panel is free of all fingerprints, spots, stains, streaks, smudges, and film, and has a uniformly bright appearance.

3. Item: High cleaning and light fixtures  
Rooms: All, except 104 (mechanical room).

Specifications: Dust all vents, grilles, tops of doors, and light fixtures with a treated cloth or vacuum attachment. Remove any spots with a damp cloth.

Standard: A properly dusted pipe, vent, grille, ledge, transom, or light fixture is free of all dust, grit, spots, lint, and cobwebs.

4. Item: Mini Blinds  
Rooms: All

Specifications: Wipe all mini blinds with a damp cloth to remove all dust and spots.

Standard. A properly cleaned mini blind is free of all dust, grit, spots, lint, and cobwebs.

**G. Annually: To be performed between May 15 and May 30.**

1. Item: Ceilings  
Rooms: All

Specifications: Clean acoustical tile ceilings with a vacuum cleaner using a soft-bristled brush attachment. Remove all spots and stains with an art gum eraser or wallpaper cleaner in accordance with the manufacturer's recommended techniques.

Standard: A properly cleaned acoustical tile is free of all dirt, grit, spots, stains, lint, and cobwebs.

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WORK SCHEDULE  
GENERAL JANITORIAL SERVICES

<u>Room Name and #</u>	<u>Floor Covering</u>	<u>Frequency</u>	<u>Sq. Footage</u>
101 - Entry	Carpet	Weekly	51.0 Sq.ft.
102 - Corridor	Carpet	Weekly	201.0 Sq.ft.
103/114 - Entry/Link	Carpet	Weekly	110.5 Sq.ft.
105 - Bathroom	Tile	Weekly	45.5 Sq.ft.
107 - Hallway in NWS	Carpet	Weekly	98.5 Sq.ft.
108 - NWS Office	Carpet	Weekly	142.5 Sq.ft.
109 - NWS Storage	Tile	Weekly	142.5 Sq.ft.
110 - NWS Operations	Carpet	Weekly	307.5 Sq.ft.
111 - NWS ET Room	Carpet	Weekly	128.0 Sq.ft.
112 - FSDO Office	Carpet	Weekly	417.5 Sq.ft.
113 - Janitor's Closet	Tile	Weekly	40.0 Sq.ft.



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WORK SPECIFICATIONS AND STANDARDS

BETHEL CONTROL TOWER - FY 2011

ALL WORK DESCRIBED HEREIN SHALL BE DONE IN ACCORDANCE WITH THE FOLLOWING SPECIFICATIONS AND STANDARDS. APPENDIX A LISTS THE LEVELS AND ROOMS, THE ESTIMATED SQUARE FOOTAGE, AND THE NUMBER OF DAYS PER WEEK EACH ARE TO RECEIVE GENERAL JANITORIAL SERVICES.

MOST SERVICES CAN BE PERFORMED ANY TIME DURING THE HOURS OF 4:00 P.M. TO 12:00 A.M., EXCLUDING NATIONAL HOLIDAYS. WORK, WHICH WOULD HAVE NORMALLY BEEN DONE ON THE HOLIDAY, SHALL BE DONE THE FOLLOWING DAY, IN ADDITION TO THAT DAY'S NORMAL DUTIES. WORK SHALL BE PERFORMED AT THE SPECIFIED TIME UNLESS MUTUALLY AGREED UPON BY THE CONTRACTOR AND THE CONTRACTING OFFICER'S REPRESENTATIVE (COR).

ALL SUPPLIES AND EQUIPMENT REQUIRED TO PERFORM THIS CONTRACT SHALL BE CONTRACTOR FURNISHED.

WORK SHALL BE LIMITED TO THE BETHEL TOWER.

**NOTE:** TRASH AND WASTE CONTAINED IN THE PLASTIC BAGS IS TO BE REMOVED FROM THE TOWER AND PLACED IN THE DUMPSTER LOCATED AT THE FAA HOUSING AREA.

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A. **Two Times Weekly: (Monday and Thursday)**

1. Item: Floors, carpeted  
Rooms: 2nd, 3rd levels, and Tower Cab.

Specifications: Vacuum carpeting and inspect for spots. When spots appear, remove with an appropriate industrial-grade spot removing solution using manufacturer's recommended techniques.

Standard: A properly spot-cleaned, vacuumed carpet is free of all stains, matted areas, and cleaning marks, and has a uniformly bright appearance.

2. Reserved

3. Item: Waste Receptacles  
Rooms: All levels and Tower Cab.

Specifications: Empty all waste from waste receptacles into contractor-furnished plastic bags and wipe receptacles inside and out as necessary. Waste receptacles which have been lined with a plastic bag are not required to be wiped provided no leakage has occurred. Plastic liners are to be changed when stained or soiled.

Standard: A properly cleaned waste receptacle and plastic liner are free of all residue.

4. Item: Kitchen Area  
Room: 4th level

Specifications: Damp wipe microwave area and walls in immediate area of microwave with a solution of water, detergent, odor counteractant, and germicide. Use a chlorinated powder to remove stubborn stains. Damp wipe all cleaned surfaces with clean water and wipe dry with a clean cloth.

Standard: A properly cleaned kitchen, microwave, and area is free of all stains, streaks, smudges, deposits, odors, and debris, and has an orderly appearance.

5. Item: Floors, uncarpeted  
Rooms: 1st, and 4th levels

Specifications: Vacuum all linoleum floors with an industrial-type vacuum cleaner, or sweep with oil treated push broom.

Standard: A properly cleaned floor is free of all deposits, lint, grit, spots and stains.

6. Item: Restroom  
Room: 4th level

Specifications: Damp wipe all washbasins, faucets, dispensers, plumbing fixtures, tops and bottoms of toilet seats, and pipes and walls in the area. Spot clean toilet doors with a solution of water, detergent, odor counteractant, and germicide. Pour a quantity of the solution into the toilet bowl, and clean with a bowl brush. Remove stubborn stains in washbasins with a chlorinated powder and remove lime deposits, rust, or other stains from toilet bowls with an acid type cleaner. Damp wipe all cleaned surfaces with clean water and wipe dry with a clean cloth. Rinse treated areas thoroughly with water after each treatment. Clean mirror with a commercial glass cleaner and polish with a lint free cloth. Fill all soap, paper towel, and toilet paper dispensers, and check to insure proper operation. Vacuum floor and mop with a solution of water, detergent, odor counteractant, and germicide.

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Standard: A properly cleaned restroom is free of all streaks, stains, deposits, and odor.

7. Item: Stairwells and Landings  
All levels

Specifications: Vacuum all steel stairs and landings or sweep with oil treated broom. Remove all spots, stains, marks, and streaks with an appropriate cleansing agent.

Standard: A properly cleaned stairwell and landing is free of all deposits, stains, streaks, film, and brush marks.

8. Item: Reserved  
Room:

Specification:

Standard:

B. Weekly

1. Item: Windows, inside - ***THIS IS MANDATORY!***  
Rooms: Tower Cab

Specifications: Wash all windows with an appropriate window cleaning solution. Wipe away all spillage, drippings, and stains immediately with a damp cloth.

Standards: A properly washed window is free of all streaks, smudges, and film.

2. Item: Furniture, Dusting  
Rooms: All

Specifications: Dust all cabinets, **including AT consoles and back of consoles**, tables, chairs, counters, bookcases, lockers, closet shelves, radiators, windowsills, door sills, banisters, and wall-mounted appurtenances. Remove all spots and stains with a damp cloth. Equipment such as radios, projectors, and electronic equipment, setting or stored on shelves and tables, is not to be dusted, moved, or handled.

Standard: A properly cleaned and dusted surface is free of all spots, stains, dust, lint, and cobwebs.

C. **Monthly (to be performed the second week of the month)**

1. Item: Windows, outside  
Room: Tower Cab

Specifications: Wash all windows with an appropriate window cleaning solution, wipe away all spillage, drippings, and stains immediately with a damp cloth. When temperatures are below 30 degrees F, add an appropriate alcohol or chemical to the solution to prevent freezing.

Standard: A properly washed window is free of all fingerprints, streaks, and film.

2. Item: Floors, uncarpeted, waxing

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Rooms: 1st, and 4th levels.

Specifications: Strip all old wax from floors using an appropriate industrial-grade wax remover and a brush or steel wool agitation. Remove all marks and stains with an appropriate cleansing agent. Rinse with clean water to remove all wax deposits. Wax with an appropriate nonskid wax, equal or superior to Federal Specification P-W-155A, using the manufacturer's recommended techniques. Buff to a uniform gloss. Remove all wax deposits from furniture legs, cabinets, baseboards, and doorjambs.

Standard: A properly cleaned, waxed, and buffed floor is free of all marks, stains, streaks, and wax buildup, and has a uniformly bright appearance.

3. Item: Glass, Bookcase  
Rooms: Manager's Office and Training Room

Specifications: Wash all glass on both sides with an approved glass cleaner or detergent.

Standard: A properly cleaned glass is free of all fingerprints, streaks, and film.

4. Item: Plastic-View Window Shades  
Room: Tower Cab

Specifications: To prevent "cake" buildup and loss of transparency, the entire shade (both sides) should be dusted at least once a month. Dusting should be done using a soft cloth dampened with a cleaning liquid (suggested by mfg: 50/50 water and Windex type cleaner). When dusting, the worker should wear clean cloth gloves or keep a soft cloth in both hands to prevent smudging with finger prints.

Standard: A properly cleaned window shade is free of dust, lint, streaks, and smudges.

**D. Semiannually (to be performed in June and December)**

1. Item: Walls, doors, and woodwork  
Rooms: All

Specifications: Wash all interior walls, doors, and woodwork with a detergent solution; rinse with a damp sponge dipped frequently in lukewarm water and wipe dry with a clean cloth. Give special attention to dust-catching areas such as door louvers, sills, vents, grills, etc. Protect rugs, carpets, and furniture with drop cloths. Wipe away any stains, spillage, and drippings immediately with a damp cloth. Return furniture, pictures, etc., which may have been moved, to their original position.

Standard: Properly cleaned walls, doors, and woodwork are free of all stains, spots, streaks, cobwebs, and film, and have a uniformly bright appearance.

2. Item: Ceilings  
Rooms: All

Specifications: Clean acoustical tile ceilings with a vacuum cleaner using a soft-bristled brush attachment. Remove all spots and stains with an art gum eraser or wall paper cleaner in accordance with the manufacturer's recommended techniques.

Standard: A properly cleaned acoustical tile is free of all dirt, grit, spots, stains, lint, and cobwebs.

3. Item: High cleaning and light fixtures  
Rooms: All

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Specifications: Dust all vents, grilles, tops of doors, and light fixtures with a treated cloth or vacuum attachment. Remove any spots with a damp cloth.

Standard: A properly dusted pipe, vent, grille, ledge, transom, or light fixture is free of all dust, grit, spots, lint, and cobwebs.

4. Item: Carpet cleaning

Rooms: Training/Lounge Room, and Manager's Office.

Specifications: After vacuuming, shampoo the carpeting using an industrial-grade foam rug cleaner using manufacturer's recommended techniques. The time for accomplishment will be agreed upon between the Contractor and the Contracting Officer's Representative.

Standard: A properly shampooed carpet is free of all streaks, stains, and matted areas, and has a uniformly bright appearance.

**E. Quarterly (to be performed last week of December, March, June and September)**

1. Item: Carpet cleaning

Room: Tower Cab

Specifications: After vacuuming, shampoo the carpeting using an industrial-grade foam rug cleaner using manufacturer's recommended techniques. The time for accomplishment will be agreed upon between the Contractor and the Contracting Officer's Representative.

Standard: A properly shampooed carpet is free of all streaks, stains, and matted areas, and has a uniformly bright appearance.

2. Item: Windows, inside

Room: Manager's Office and Training Room

Specifications: Wash all windows on the inside with an appropriate cleaning solution. Wipe away all spillage, drippings, and stains immediately with a damp cloth.

Standards: A properly washed window is free of all streaks, smudges, and film.

3. Item: Microwave and Refrigerator

Room: 4th level

Specifications: Clean the microwave oven using appropriate cleaner to remove baked on grease and boiled over food residue. Clean the microwave oven using warm water and baking soda and wipe dry with a clean cloth, being sure to remove all food particles.

wipe dry with a Defrost the refrigerator and clean with a solution of warm water and baking soda and clean cloth.

Standard: A properly cleaned refrigerator and microwave is free of all streaks, smudges, grease and film.

APPENDIX A WORK SCHEDULE

General Janitorial Services

<u>Location</u>	<u>Floor Covering</u>	<u>Frequency</u>	<u>Square Footage</u>
1st Floor	Linoleum/Tile	2 times week	636
2nd Floor	Landing	2 times week	56
	Carpet	2 times week	128
3rd Floor	Landing	2 times week	56
	Carpet	2 times week	128
4th Floor	Linoleum	2 times week	130
Tower Cab	Carpet	2 times week	150
Stairwells	Steel	2 times week	

Level to Specific Location

1st Floor (level 1) Main Entrance, Equipment Room, Mechanical Room, Closet

2nd Floor (level 2) Control Tower Manager's Office

3rd Floor (level 3) Training/Lounge Area

4th Floor (level 4) Kitchen, Restroom

Tower Cab (level 5) Control Tower Operations Area

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WORK SPECIFICATIONS

SOUTHWEST ALASKA SSC/BETHEL - FY 11

WAREHOUSE BLDG. 203, SHOP BLDG. 300

ALL WORK DESCRIBED HEREIN SHALL BE DONE IN ACCORDANCE WITH THE FOLLOWING SPECIFICATIONS AND STANDARDS. APPENDIX A LISTS THE ROOMS, THE ESTIMATED SQUARE FOOTAGE, AND THE NUMBER OF DAYS PER WEEK EACH IS TO RECEIVE GENERAL JANITORIAL SERVICES. MOST SERVICES CAN BE PERFORMED ANY TIME BETWEEN THE HOURS OF 5 P.M. AND 5 A.M., EXCLUDING HOLIDAYS, EXCEPT THAT WORK WHICH WOULD HAVE NORMALLY BEEN DONE ON THE HOLIDAY SHALL BE DONE THAT FOLLOWING DAY IN ADDITION TO THAT DAY'S NORMAL DUTIES. ALL WORK SHALL BE ACCOMPLISHED AT THE SPECIFIED TIMES EXCEPT BY MUTUAL AGREEMENT BETWEEN THE CONTRACTOR AND THE CONTRACTING OFFICER'S REPRESENTATIVE (COR).

ALL SUPPLIES AND EQUIPMENT REQUIRED TO PERFORM THIS CONTRACT SHALL BE CONTRACTOR-FURNISHED.

WORK SHALL BE LIMITED TO THE SSC WAREHOUSE BUILDING NO. 203, AND SHOP BUILDING NO. 300.

A. **Once Weekly: To be performed one day a week. Friday or Saturday.**

1. Restroom:

Room: Room 1, BLDG. 300.

Specifications: Damp wipe all washbasins, faucets, dispensers, plumbing fixtures, tops and bottoms of toilet seats, pipes, walls in the immediate area of washbasins. Spot clean toilet doors and partitions with a solution of water, detergent, odor counteractant, and germicide. Pour a quantity of the solution into each toilet bowl and urinal, and clean with a bowl brush. Remove stubborn stains in washbasin with a chlorinated powder, and remove lime deposits, rust or other stains from toilet bowls and urinals with an acid-type cleaner. Damp wipe all cleaned surfaces with clean water, and wipe dry with a clean cloth. Rinse treated areas thoroughly with clean water after each treatment. Clean mirrors with a commercial glass cleaner and polish with a lint-free cloth. Fill all soap, paper towel and toilet paper dispensers and check to insure proper operation. Vacuum floors and mop with a solution of water, detergent, odor counteractant, and germicide.

Standard: A properly cleaned restroom is free of all streaks, stains, deposits and odors.

2. Floors, Carpeted:

Rooms: All, Bldg. 302; LMS Office, Bldg. 203; ET Office, Bldg 203.

Specifications: Vacuum carpet with an industrial-type vacuum cleaner and inspect for spots. When spots appear, remove with an appropriate industrial-grade spot removing solution using manufacturer's recommended techniques.

Standard: A properly spot-cleaned vacuumed rug or carpet is free of all stains, matted areas, and cleaning marks, and has a uniformly bright appearance.

5. Floors, Concrete:

Bldg 300, Rooms: Office Areas

Specifications: Sweep or vacuum concrete floor. Mop with an appropriate floor cleaner for concrete floors. Rinse if needed.

Standard: A properly cleaned floor is free of all dirt, grease, and marks and has a uniformly clean appearance.

6. Entrance Mats:

Two Side Entrances

Specifications: Vacuum entrance mats with an industrial-type vacuum cleaner.

Standard: A properly cleaned mat is free of dirt and gravel.

5. Waste Receptacles:

Rooms: All

Specifications: Empty all waste from waste receptacles into contractor-furnished plastic bags and wipe receptacles inside and out as necessary. Waste receptacles which have been lined with a plastic bag are not required to be wiped provided no leakage has occurred. Plastic liners are to be changed when stained or soiled. Place sealed plastic trash bags in dumpsters located near the housing area.

Standard: A properly cleaned waste receptacle and plastic liner are free of all waste residue.



6. North and South Entrances, Bldg. 203

Specifications: Remove any accumulation of snow and ice from the walkway and landing of the east and west entrance to the BET SSC, Bldg. 302, and north and south entrances to Bldg. 203.

Standard: A properly cleaned area is free of ice and snow.

**B. Weekly: To be performed on the same day each week.**

1. Furniture Dusting:  
Rooms: All

Specifications: Dust all cabinets, tables, chairs, counters, bookshelves, lockers,, consoles, wall-mounted appurtenances, and window sills. Remove all spots and stains with a damp cloth. Equipment such as radios, projectors, and electronic equipment setting or stored on shelves and tables are not to be dusted, moved or handled.

Standard: A properly cleaned and dusted surface is free of all spots, stains, dust lint and cobwebs.

**C. Monthly: To be performed during the second week of each month.**

1. Windows, Inside:  
Rooms: All

Specifications: Wash all windows on the inside only. Wipe away all spillage, drippings, and stains immediately with a damp cloth. *Clean and wipe sills.*

Standard: A properly washed window is free of all streaks, smudges and film.

**D. Quarterly: To be performed by the last workday of December, March, June, and September.**

1. Furniture: Vacuum and Damp Wipe.  
Rooms: All

Specifications: Damp wipe vinyl covered seats of chairs and sofas with detergent solution, damp wipe cleaned surfaces with clean water and wipe with a clean cloth, until dry. Vacuum all chairs with fabric seats and backs.

Standard: A properly cleaned and dusted surface is free of all spots, stains, dust, lint and cobwebs.

2. Carpet Cleaning:  
Rooms: All

Specifications: After vacuuming shampoo the carpet using an industrial grade foam rug cleaner applying the manufacturer's recommended techniques.

Standard: A properly shampooed carpet is free of all streaks, stains and matted areas, and has a uniformly bright appearance.

**E. Semi-annual: To be performed in May and September.**

1. Windows, Outside:  
Rooms: All

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Specifications: Wash all windows on the outside. Wipe away all spillage, drippings and stains immediately with a damp cloth. When temperatures are below 30 degrees F., add an appropriate alcohol or chemical to the solution to prevent freezing.

Standard: A properly washed window is free of all fingerprints, streaks, smudges and film.

2. Walls, Doors, Wood Cabinets, Woodwork and Light Fixtures.  
Rooms: All

Specifications: Wash all interior walls, doors and woodwork with a detergent solution; rinse with a damp sponge dipped frequently in lukewarm water and wipe with a clean cloth. Clean wood paneled walls and cabinets with an industrial grade wood panel cleanser and wax using the manufacturer's recommended techniques. Give special attention to dust catching areas such as door louvers, sills, vents, grilles, shelving, and light fixtures. Protect rugs, carpets and furniture with drop cloths. Wipe away any spillage and drippings immediately with a damp cloth. Return furniture, pictures, etc., which may have been moved to their original position. Also remove and clean venetian blinds.

Standard: A properly cleaned wall, door, cabinet, woodwork and light fixtures is free of all stains, spots, streaks, smudges and film, and has a uniformly bright appearance.

F. **Annually: To be performed between May 15 and May 30.**

1. Ceiling:  
All Ceilings

Specifications: Clean acoustical ceiling tiles with a vacuum cleaner using a soft bristled brush attachment. Remove all spots and stains with gum eraser or wallpaper cleaner in accordance with the manufacturer's recommended techniques.

Standard: A properly cleaned acoustical tile is free of all dirt, grit, spots, stains, lint and cobwebs.

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WORK SCHEDULE - GENERAL JANITORIAL SERVICE

<u>Room Name and #</u>	<u>Floor Covering</u>	<u>Frequency</u>	<u>Sq. Ft.</u>
<u>Warehouse, Bldg. 203</u>			
Room 1 Log. Office	Carpet	Once Weekly	158
Room 2 ET Office	Carpet	Once Weekly	442
Room 3 North Entry	Carpet	Once Weekly	<u>82</u>
		Total	682
<u>Shop, Bldg. 300</u>			
Room 1 Restroom	Concrete	Once Weekly	45
Room 2 Office area	Concrete	Once Weekly	239
		Total	<u>284</u>

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WORK SPECIFICATIONS AND STANDARDS  
JANITORIAL AND LAUNDRY SERVICES  
BETHEL TRANSIENT QUARTERS - FY 2011

ALL WORK DESCRIBED HEREIN SHALL BE DONE IN ACCORDANCE WITH THE FOLLOWING SPECIFICATIONS AND STANDARDS. TRANSIENT QUARTERS IS ONE 4 BEDROOM, 2 1/2 BATHROOMS, KITCHEN, 1 FAMILY ROOM, 1 LAUNDRY ROOM, AND 1 LIVING ROOM BUILDING AT ***125 MISVIQ CIRCLE***, BETHEL, ALASKA (APPROX. 2250 SQ.FT.). THE QUARTERS ARE TO BE CLEANED ONCE A WEEK ON SATURDAY (OR OTHER SPECIFIED TIME AGREEABLE BETWEEN THE CONTRACTOR AND CONTRACTING OFFICER'S REPRESENTATIVE) BETWEEN 8:00 A.M. AND 4:00 P.M., AND ON AN "ON-CALL" BASIS AT A MUTUALLY ACCEPTABLE TIME FOR EACH CIRCUMSTANCE. ALL WORK SHALL BE ACCOMPLISHED AT THE SPECIFIED TIMES EXCEPT BY MUTUAL AGREEMENT BETWEEN THE CONTRACTOR AND THE CONTRACTING OFFICER'S REPRESENTATIVE.

THE CONTRACTOR IS TO PROVIDE ALL CLEANING SUPPLIES, (cleaning powders will be of the type that will not damage finished surfaces.) PAPER PRODUCTS (i.e. TOILET PAPER, PAPER TOWELS, ETC.), AND EXPENDABLE EQUIPMENT SUCH AS BROOMS, MOPS, DUST CLOTHS, AND LAUNDRY DETERGENT; ALSO VACUUM CLEANER AND CARPET SHAMPOOER.

WORK SHALL BE LIMITED TO THE TRANSIENT QUARTERS.

***NOTE: Should a holiday fall on a Saturday (or specified day), the work will still need to be performed on that day.***

A. **Weekly** Services required once a week. On call response time - four hours.

1. Item: Floors, Carpeted

Rooms: ALL (including stairwells, landings, entrance ways, and storage areas).

Specifications: Vacuum carpeting with an industrial- type vacuum and inspect for spots. When spots appear remove with an appropriate spot removing solution using manufacturer's recommended techniques.

Standard: A properly spot-cleaned, vacuumed rug or carpet is free of all stains, matted areas, and cleaning marks, and has a uniformly bright appearance.

2. Items: Floors Uncarpeted

Rooms: ALL (including stairwells, landings, entrance ways, laundry areas, and storage areas).

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Specifications: Vacuum all tiled floors with an industrial-type cleaner, or sweep with oil-treated push broom. After vacuuming or sweeping floors, mop with a detergent solution.

Standard: A properly mopped and cleaned floor is free of all deposits, stains, streaks, film, and brush marks.

3. Item: Bathrooms

Clean bathroom by damp-wiping washbasin, faucets, and other exposed plumbing fixtures, top and bottom of toilet seat, walls in the immediate area of the washbasin. Clean bathtub/shower stall (this includes curtain and/or doors to shower and track) with a solution of water, detergent, odor control and germ-icide. Clean the toilet inside and out using a sanitizing detergent, use a toilet bowl cleaner solution, pouring a quantity of the solution into the toilet bowl and clean with bowl brush. Remove stains in washbasin, toilet bowl, and shower stall (including curtain and/or doors to shower stall) with a chlorinated powder and remove lime deposits, rust and/or other stains with an acid-type cleaner. Damp wipe all cleaned surfaces thoroughly with clean water and wipe dry with a clean cloth. Rinse treated areas thoroughly with clean water after each treatment. Clean all mirrors with commercial glass cleaner and polish with a lint-free cloth. Fill dispenser with toilet paper and soap tray with soap bar furnished by FAA. Sweep floor and mop with a solution of water, detergent, odor control and germicide. Remove soiled towels, and replace with clean towels.

Standard: A properly cleaned bathroom is free of all streaks, stains, deposits, and odors.

4. Item: Waste Receptacles

Specifications: Empty all waste from waste receptacles into contractor-furnished plastic bags and wipe receptacles inside and out as necessary. Waste receptacles, which have been lined with a plastic bag, are not required to be wiped provided no leakage has occurred. Plastic liners are to be changed when stained or soiled. **Place sealed plastic trash bags in dumpster located near building on FAA compound.**

Standard: A properly cleaned waste receptacle and plastic liner are free of all waste residue.

5. Item: Furniture Dusting and Kitchen Countertop and Upholstered Furniture

Rooms: All

Specifications: Dust all cabinets, tables, chairs, desks, radiators, windowsills, lamps, and television sets. Also wipe off kitchen countertop using an appropriate cleaning solution. Remove all stains and spots with a damp cloth from all furniture and countertops.

Standard: A properly cleaned and dusted surface is free of all spots, stains, dust, lint, and cobwebs.

6. Item: Changing Beds

Rooms: All

Specifications: Remove all linen and remake bed with clean linen.

Standard: A properly made bed has smoothly tucked linen, with blankets and bedspread neatly covered on bed.

7. Item: Linen, Bath Towels and Mats, and Dish Cloth/Towels

Specifications: Linens, bath towels and mats, and dish towels laundered in FAA provided washer and dryer.

Standard: A proper laundry service will provide clean linens, towels, and bath mats at all times, and in their proper place.

8. Item: Dishes – These are to be done by occupant, however:

Specifications: Periodically, there will be a need to wash a few dishes. When this occurs, wash dishes with a dish washing detergent and rinse dishes in hot water, or wash in dishwasher, and replace in cabinets when done.

Standard: Proper dish washing is when all dishes are clean and put away in the proper cupboards.

9. Item: Front and rear entrances

Specifications: Remove any accumulation of snow and ice from the walkway, steps and landings of the front and rear entrances of the transient quarters (all levels).

Standard: A properly cleaned walkway, steps and landing is free of all ice and snow.

10. Item: Laundry areas and storage areas

Specifications: Damp wipe washers and dryers with appropriate cleaning solution.

Standard: A properly cleaned washer and dryer is free of all deposits, stains, remove lint from lint-trap, streaks and film. All laundry will be washed, dried, folded, and placed in the proper place for each item. No laundry should be left in machines, on counters, or on floor.

**B. Semi-monthly: To be performed during the second week of month, starting in November. every other**

1. Windows, Inside:

Rooms: All

all Specifications: Wash all windows on the inside only with an appropriate solution. Wipe away spillage, drippings, and stains immediately with a damp cloth.

Standard: A properly washed window is free of all streaks, smudges and film.

**C. Quarterly (January, April, July and October)**

1. Item: Refrigerators, Stoves, Microwaves  
Room: Kitchen Area

Specifications: Defrost the refrigerators and clean with a solution of warm water and baking soda and wipe dry with a clean cloth. Clean the stove oven using the self cleaning feature then use an appropriate cleaner to remove residue. The small oven is continuous cleaning and requires a wipe down with vinegar and water. Clean cooking surface of the stove using a chlorinated scratch-free powder and removing all food residue.

Clean the microwave oven using warm water and baking soda and wipe dry with a clean cloth, being sure to remove all food particles.

Standard: A properly cleaned refrigerator and stove is free of all streaks, smudges, grease and film.

2. Item: Blanket Laundering

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Specifications: All blankets should be washed in detergent and dried as to prevent shrinkage.

appropriate temperature of water and

Standard: A properly laundered blanket is free of

dirt and fresh smelling.

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**D. Semiannual: To be performed in February & August.**

1. Item: Carpet Cleaning

Rooms: All

Specifications: After vacuuming, shampoo the cleaner, using manufacturer's recommended agreed upon between the Contractor and the carpeting using an industrial-grade, foam rug techniques. The time for accomplishment will be Contracting Officer's Representative.

Standard: A properly shampooed carpet is free of all streaks, stains, and matted areas, and has uniformly bright appearance.

2. Item: High Cleaning

Rooms: All

Specifications: Dust all vents, grilles, tops of doors, and light fixtures with a treated cloth or attachment. Remove any spots with a damp vacuum cloth.

Standard: A properly dusted pipe, vent, grille, ledge, transom, or light fixture is free of all dust, grit, spots, lint, and cobwebs.

3. Item: Bathroom Wall & Ceiling Cleaning

Room: All Bathrooms

for Specifications: Walls and ceiling in each bathroom should be wiped down with an appropriate cleaner the type of covering in each bathroom and rinsed with water if necessary.

streaks Standard: Properly cleaned bathroom walls and ceilings are dirt and mildew free and show no after drying.

4. Item: Upholstered furniture

Rooms: All

Specifications: Shampoo all upholstered furniture with an appropriate cleaner for the type of covering on each piece of furniture (sofas, chairs, footstools, lounge chairs, etc. including under the cushions). Vacuum or wipe with a clean cloth so there is no dried residue in or on the furniture when cleaning is complete.

Standard: Properly cleaned upholstered furniture is free of grease, spots, dirt, and cleaning residue. It appears fresh and clean without any matted surfaces.

**E. Annual: To be performed between May 15 and May 30.**

1. Windows, Outside:

Rooms: All

Specifications: Wash all windows on the outside with an appropriate window solution. Wipe away all spillage, drippings, and stains immediately with a damp cloth. When temperatures are below 30 degrees F., add an appropriate alcohol or chemical to the solution to prevent freezing.

Standard: A properly washed window is free of all fingerprints, streaks, smudges and film.



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WORK SPECIFICATIONS AND STANDARDS  
JANITORIAL AND LAUNDRY SERVICES  
FSDO TRANSIENT QUARTERS - FY 2011

ALL WORK DESCRIBED HEREIN SHALL BE DONE IN ACCORDANCE WITH THE FOLLOWING SPECIFICATIONS AND STANDARDS. FSDO TRANSIENT QUARTERS IS A TWO BEDROOM, 2 1/2 BATHROOM, AND 1 LIVING ROOM BUILDING W/GARAGE AT *120 MISVIQ CIRCLE* (FAA), BETHEL, ALASKA (APPROX. 2,225.5 SQ.FT. - 1,195 CARPET, 1030.5 LINOLEUM). THE QUARTERS ARE TO BE CLEANED ONCE A WEEK ON **FRIDAY, SATURDAY, OR SUNDAY** BETWEEN 8:00 A.M. AND 4:00 P.M., AND ON AN "ON-CALL" BASIS AT A MUTUALLY ACCEPTABLE TIME FOR EACH CIRCUMSTANCE. ALL WORK SHALL BE ACCOMPLISHED AT THE SPECIFIED TIMES EXCEPT BY MUTUAL AGREEMENT BETWEEN THE CONTRACTOR AND THE CONTRACTING OFFICER.

THE CONTRACTOR IS TO PROVIDE ALL CLEANING SUPPLIES, PAPER PRODUCTS (i.e. TOILET PAPER, PAPER TOWELS, ETC.), AND EXPENDABLE EQUIPMENT SUCH AS BROOMS, MOPS, DUST CLOTHS, AND LAUNDRY DETERGENT; ALSO VACUUM CLEANER AND CARPET SHAMPOOER.

WORK SHALL BE LIMITED TO THE TRANSIENT QUARTERS.

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A. **Weekly** - Services required once a week and as needed when rooms are vacated. Response time - four hours.

1. Item: Floors, Carpeted  
Rooms: ALL

Specifications: Vacuum carpeting with an industrial-type vacuum and inspect for spots. When spots appear, remove with an appropriate spot removing solution using manufacturer's recommended techniques.

Standard: A properly spot-cleaned, vacuumed rug or carpet is free of all stains, matted areas, and cleaning marks, and has a uniformly bright appearance.

2. Items: Floors Uncarpeted  
Rooms: ALL (including stairwells, landings, entrance ways, laundry areas, and storage areas).

Specifications: Vacuum all tiled floors with an industrial-type cleaner, or sweep with oil-treated push broom. After vacuuming or sweeping floors, mop with a detergent solution.

Standard: A properly mopped and cleaned floor is free of all deposits, stains, streaks, film, and brush marks.

3. Item: Bathrooms

Clean bathroom by damp-wiping washbasin and faucets and other exposed plumbing fixtures, top and bottom of toilet seat, walls in the immediate area of the washbasin. Clean shower stall (this includes curtain and/or doors to shower and track) with a solution of water, detergent, odor counteractant and germicide. Pour a quantity of the solution into the toilet bowl and clean with bowl brush. Remove stains in washbasin, toilet bowl, and shower stall (including curtain and/or doors to shower stall) with a chlorinated powder and remove lime deposits, rust and/or other stains with an acid-type cleaner. Damp wipe all cleaned surfaces thoroughly with clean water and wipe dry with a clean cloth. Rinse treated areas thoroughly with clean water after each treatment. Clean all mirrors with commercial glass cleaner and polish with a lint-free cloth. Fill dispenser with toilet paper and soap tray with soap bar furnished by FAA. Sweep floor and mop with a solution of water, detergent, odor counteractant and germicide. Remove soiled towels, and replace with clean towels.

Standard: A properly cleaned bathroom is free of all streaks, stains, deposits, and odors.

4. Item: Waste Receptacles

Specifications: Empty all waste from waste receptacles into contractor-furnished plastic bags and wipe receptacles inside and out as necessary. Waste receptacles which have been lined with a plastic bag are not required to be wiped provided no leakage has occurred. Plastic liners are to be changed when stained or soiled. Place sealed plastic trash bags in **dumpster located out front between houses 119 and 122.**

Standard: A properly cleaned waste receptacle and plastic liner are free of all waste residue.

5. Item: Furniture Dusting and Kitchen Countertop  
Rooms: All

Specifications: Dust all cabinets, tables, chairs, desks, radiators, windowsills, lamps, and television sets. Also wipe off kitchen countertop. Remove all stains and spots with a damp cloth.

Standard: A properly cleaned and dusted surface is free of all spots, stains, dust, lint, and cobwebs.

6. Item: Changing Beds  
Rooms: All

Specifications: Remove all linen and remake bed with clean linen.

Standard: A properly made bed has smoothly tucked linen, with blankets and bedspread neatly covered on bed.

7. Item: Linen, Bath Towels and Mats, and Dish Cloth/Towels

Specifications: Linens, bath towels and mats, and dish towels laundered in FAA provided washer and dryer.

Standard: A proper laundry service will provide clean linens, towels, and bath mats at all times and in their proper place.

8. Item: Dishes

Specifications: Periodically, there will be a need to wash a few dishes. When this occurs, wash dishes with a dish washing detergent and rinse dishes in hot water, or wash in dishwasher, and replace in cabinets when done.

Standard: Proper dish washing is when all dishes are clean and put away in the proper cupboards.

9. Item: Front and rear entrances

Specifications: Remove any accumulation of snow and ice from the walkway, steps and landings of the front and rear entrances of the transient quarters (all levels).

Standard: A properly cleaned walkway, steps and landing is free of all ice and snow.

10. Item: Laundry areas

Specifications: Damp wipe washers and dryers with appropriate cleaning solution.

Standard: A properly cleaned washer and dryer is free of all deposits, stains, streaks and film. All laundry will be washed, dried, folded, and placed in the proper place for each item. No laundry should be left in machines.

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B. Semi-monthly: To be performed during the second week of month, starting in November.

every other

1. Windows, Inside:

Rooms: All

Specifications: Wash all windows on the inside only with an appropriate solution. Wipe away all spillage, drippings, and stains immediately with a damp cloth.

Standard: A properly washed window is free of all streaks, smudges and film.

C. Quarterly (January, April, July and October)

1. Item: Refrigerators and Stoves

Room: Kitchen Area

Specifications: Defrost the refrigerators and clean with a solution of warm water and baking soda and wipe dry with a clean cloth. Clean the stove ovens (2) using the self cleaning feature then use an appropriate cleaner to remove residue. The small ovens are continuous cleaning and require a wipe down with vinegar and water. Clean cooking surface of the stove using a chlorinated powder and removing all food residue.

Standard: A properly cleaned refrigerator and stove is free of all streaks, smudges, grease and film.

2. Item: Blanket Laundering

Specifications: All blankets should be washed in appropriate temperature of water and detergent and dried as to prevent shrinkage.

Standard: A properly laundered blanket is free of dirt and fresh smelling.

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D. **Semiannual: To be performed in February & August.**

1. Item: Carpet Cleaning

Rooms: All

Specifications: After vacuuming, shampoo the carpeting using an industrial-grade, foam rug cleaner, using manufacturer's recommended techniques. The time for accomplishment will be agreed upon between the Contractor and the Contracting Officer's Representative.

Standard: A properly shampooed carpet is free of all streaks, stains, and matted areas, and has uniformly bright appearance.

2. Item: High Cleaning

Rooms: All

Specifications: Dust all vents, grilles, tops of doors, and light fixtures with a treated cloth or vacuum attachment. Remove any spots with a damp cloth.

Standard: A properly dusted pipe, vent, grille, ledge, transom, or light fixture is free of all dust, grit, spots, lint, and cobwebs.

3. Item: Bathroom Wall & Ceiling Cleaning

Room: All Bathrooms

Specifications: Walls and ceiling in each bathroom should be wiped down with an appropriate cleaner for the type of covering in each bathroom and rinsed with water if necessary.

Standard: Properly cleaned bathroom walls and ceilings are dirt and mildew free and show no streaks after drying.

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**E. Semi-annual: To be performed in May and September.**

1. Windows, Outside:

Rooms: All

Specifications: Wash all windows on the outside with age, drippings, and stains immediately with a damp cloth. When temperatures are below 30 degrees F., add an appropriate alcohol or chemical to the solution to

an appropriate window solution. Wipe away all spill-  
prevent freezing.

Standard: A properly washed window is free of all

fingerprints, streaks, smudges and film.

**PART I - SECTION E**  
**INSPECTION AND ACCEPTANCE**

**3.10.4-4      Inspection of Services--Both Fixed-Price & Cost Reimbursement (April 1996)**

(a) 'Services,' as used in this clause, includes services performed, workmanship, and material furnished or utilized in the performance of services.

(b) The Contractor shall provide and maintain an inspection system acceptable to the Government covering the services under this contract. Complete records of all inspection work performed by the Contractor shall be maintained and made available to the Government during contract performance and for as long afterwards as the contract requires.

(c) The Government has the right to inspect and test all services called for by the contract, to the extent practicable at all times and places during the term of the contract. The Government shall perform inspections and tests in a manner that will not unduly delay the work.

(d) If the Government performs inspections or tests on the premises of the Contractor or a subcontractor, the Contractor shall furnish, and shall require subcontractors to furnish, without additional charge if a fixed-price contract, all reasonable facilities and assistance for the safe and convenient performance of these duties.

(e) If any of the services do not conform with contract requirements, the Government may require the Contractor to perform the services again in conformity with contract requirements, at no increase in contract amount, or if a cost reimbursement type contract, for no additional fee. When the defects in services cannot be corrected by reperformance, the Government may:

(1) require the Contractor to take necessary action to ensure that future performance conforms to contract requirements and

(2) reduce the contract price, or any fee payable under the contract, to reflect the reduced value of the services performed.

(f) If the Contractor fails to promptly perform the services again or to take the necessary action to ensure future performance in conformity with contract requirements, the Government may:

(1) by contract or otherwise, perform the services and charge to the Contractor any cost incurred by the Government that is directly related to the performance of such service, (or if a cost reimbursement contract, reduce any fee payable by an amount that is equitable under the circumstances), or

(2) terminate the contract for default.

(End of clause)



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**PART I - SECTION F**  
**DELIVERIES OR PERFORMANCE**

**3.1-1           Clauses and Provisions Incorporated by Reference (December 2005)**

This screening information request (SIR) or contract, as applicable, incorporates by reference the provisions or clauses listed below with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make the full text available, or offerors and contractors may obtain the full text via Internet at:

<http://conwrite.faa.gov> (on this web page, select "Search and View Clauses").

**3.10.1-9       Stop-Work Order (October 1996)**

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**PART I - SECTION G**  
**CONTRACT ADMINISTRATION DATA**

**3.1-1           Clauses and Provisions Incorporated by Reference (December 2005)**

This screening information request (SIR) or contract, as applicable, incorporates by reference the provisions or clauses listed below with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make the full text available, or offerors and contractors may obtain the full text via Internet at:

<http://conwrite.faa.gov> (on this web page, select "Search and View Clauses").

**3.10.1-22       Contracting Officer's Technical Representative (January 2008)**

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**PART II - SECTION I**  
**CONTRACT CLAUSES**

**3.1-1           Clauses and Provisions Incorporated by Reference (December 2005)**

This screening information request (SIR) or contract, as applicable, incorporates by reference the provisions or clauses listed below with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make the full text available, or offerors and contractors may obtain the full text via Internet at:

<http://conwrite.faa.gov> (on this web page, select "Search and View Clauses").

- 3.1.7-2           Organizational Conflicts of Interest (August 1997)**
- 3.1.7-5           Disclosure of Conflicts of Interest (May 2001)**
- 3.2.2.3-37       Notification of Ownership Changes (July 2004)**
- 3.2.2.3-67       Special Precautions for Work at Operating Airports (July 2004)**
- 3.2.2.7-6       Protecting the Governments Interest when Subcontracting with Contractors**  
**Debarred, Suspended, or Proposed for Debarment (February 2009)**
- 3.2.2.7-7       Certification Regarding Responsibility Matters (February 2009)**
- 3.2.2.7-8       Disclosure of Team Arrangements (April 2008)**
- 3.2.2.8-1       Material Requirement (October 2007)**
- 3.2.5-1           Officials Not to Benefit (April 1996)**
- 3.2.5-2           Independent Price Determination (October 1996)**
- 3.2.5-3           Gratuities or Gifts (January 1999)**
- 3.2.5-4           Contingent Fees (October 1996)**
- 3.2.5-5           Anti-Kickback Procedures (October 1996)**
- 3.2.5-6           Restrictions on Subcontractor Sales to the FAA (April 1996)**
- 3.2.5-7           Disclosure Regarding Payments to Influence Certain Federal Transactions (June**  
**1999)**
- 3.2.5-8           Whistleblower Protection for Contractor Employees (April 1996)**
- 3.2.5-13          Contractor Code of Business Ethics and Conduct (July 2008)**
- 3.2.5-14          Display of Hotline Poster(s) (April 2008)**
- 3.3.1-1           Payments (April 1996)**
- 3.3.1-7           Limitation on Withholding of Payments (April 1996)**
- 3.3.1-8           Extras (April 1996)**
- 3.3.1-9           Interest (January 2008)**
- 3.3.1-15          Assignment of Claims (April 1996)**
- 3.3.1-17          Prompt Payment (September 2009)**
- 3.3.1-36          Availability of Funds- Option Periods under a Continuing Resolution (April 2008)**
- 3.3.2-1           FAA Cost Principles (October 1996)**
- 3.4.1-11          Insurance--Liability to Third Persons (October 1996)**
- 3.4.1-12          Insurance (July 1996)**
- 3.4.2-8           Federal, State, and Local Taxes--Fixed Price Contract (April 1996)**
- 3.5-1            Authorization and Consent (January 2009)**
- 3.6.1-1           Notice of Total Small Business Set-Aside**
- 3.6.1-8           Notice of Competition Limited to Eligible SEDB 8(a) Concerns)**
- 3.6.1-15          Post-Award Small Business Program Representation (January 2010)**
- 3.6.2-2           Convict Labor (April 1996)**
- 3.6.2-5           Certification of Nonsegregated Facilities (February 2009)**
- 3.6.2-9           Equal Opportunity (August 1998)**
- 3.6.2-12          Affirmative Action for Special Disabled and Vietnam Era Veterans (April 2007)**

<b>3.6.2-13</b>	<b>Affirmative Action for Workers with Disabilities</b> (April 2000)
<b>3.6.2-14</b>	<b>Employment Reports on Special Disabled Veterans and Veterans of Vietnam Era</b>
(April 2007)	
<b>3.6.2-19</b>	<b>Withholding--Labor Violations</b> (April 1996)
<b>3.6.2-28</b>	<b>Service Contract Act of 1965, as Amended</b> (April 1996)
<b>3.6.2-31</b>	<b>Fair Labor Standards Act and Service Contract Act-Price Adjustment</b> (April 1996)
<b>3.6.2-35</b>	<b>Prevention of Sexual Harassment</b> (August 1998)
<b>3.6.2-39</b>	<b>Trafficking in Persons</b> (January 2008)
<b>3.6.2-40</b>	<b>Nondisplacement of Qualified Workers</b> (April 2009)
<b>3.6.3-1</b>	<b>Clean Air and Water Certification</b> (April 2000)
<b>3.6.3-2</b>	<b>Clean Air and Clean Water</b> (April 1996)
<b>3.6.3-11</b>	<b>Toxic Chemical Release Reporting</b> (April 2008)
<b>3.6.3-13</b>	<b>Recycle Content and Environmentally Preferable Products</b> (April 2009)
<b>3.6.3-14</b>	<b>Use of Environmentally Preferable Products</b> (April 2009)
<b>3.6.3-16</b>	<b>Drug Free Workplace</b> (February 2009)
<b>3.6.3-17</b>	<b>Efficiency in Energy-Using Products</b> (April 2008)
<b>3.6.4-2</b>	<b>Buy American Act--Supplies</b> (July 1996)
<b>3.6.4-5</b>	<b>Buy American--Steel and Manufactured Products</b> (July 1996)
<b>3.8.2-9</b>	<b>Site Visit</b> (April 1996)
<b>3.8.2-10</b>	<b>Protection of Government buildings, Equipment, and Vegetation</b> (April 1996)
<b>3.8.2-11</b>	<b>Continuity of Services</b> (October 2008)
<b>3.10.1-7</b>	<b>Bankruptcy</b> (April 1996)
<b>3.10.1-12</b>	<b>Alternate II Changes – Fixed Price Alternate II</b> (April 1996)
<b>3.10.1-25</b>	<b>Novation and Change-of-Name Agreements</b> (October 2007)
<b>3.10.2-1</b>	<b>Subcontracts (Fixed-Price Contracts)</b> (April 1996)
<b>3.10.3-2</b>	<b>Government Property - Basic Clause</b> (April 2004)
<b>3.10.4-16</b>	<b>Responsibility for Supplies</b> (April 1996)
<b>3.10.6-1</b>	<b>Termination for Convenience of the Government (Fixed Price)</b> (October 1996)
<b>3.10.6-4</b>	<b>Default (Fixed-Price Supply and Service)</b> (October 1996)
<b>3.13-3</b>	<b>Printing/Copying Double Sided on Recycled Paper</b> (July 2008)
<b>3.13-5</b>	<b>Seat Belt Use by Contractor Employees</b> (January 1999)
<b>3.13-13</b>	<b>Reducing Text Messaging While Driving</b> (April 2010)
<b>3.14-3</b>	<b>Foreign Nationals as Contractor Employees</b> (April 2008)

#### **3.2.1.5-4 Continuity of Services - Mission Critical Contracts** (January 2008)

(a) The contractor recognizes that the supplies and/or services under this contract are critical to FAA and must be continued without interruption during times of National Emergency or Incidents of National Significance. Supplies and/or services to be continued without interruption are:

##### **Janitorial Services**

(b) National Emergencies or Incidents of National Significance include:

- (1) Outbreak of pandemic influenza or infectious disease;
- (2) Terrorist attack; and
- (3) Natural disaster.

(c) Because the supplies and/or services under this SIR or contract are deemed critical by FAA, the contractor must make every reasonable effort to deliver these supplies and/or services per the contract requirements during times of National Emergency or Incidents of National Significance; however, the

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clauses incorporated into this SIR or contract.

(d) Within [Number of days to be entered by Contracting Officer] days after award, the contractor must submit a Continuity of Contract Performance Plan to the Contracting Officer (CO) for review and acceptance. This plan describes the processes and tools that the contractor will commit to ensure supplies and/or services are delivered as required during times of National Emergency or Incidents of National Significance. This plan must include the following sections:

(1) Plans and Procedures: Detail the plans and procedures in place that will provide for continued contract performance for supplies and/or services during times of National Emergencies or Incidents of National Significance;

(2) Essential Functions: Record functions that are essential to the continuation of mission critical contract performance;

(3) Delegations of Authority, Planned Order of Succession, and Cross-Training: Procedures in place to ensure personnel are available to make key decisions and perform critical services when primary personnel are unavailable;

(4) Alternate Operating Facilities: When the primary facility is unavailable, detail plans to make available other facilities unaffected by the National Emergency or Incident of National Significance. If contract performance allows, this may include alternatives such as telecommute;

(5) Interoperable and Effective Communications: Identify alternate communication systems if primary systems are unavailable;

(6) Critical Records or Data: Identify plans in place to ensure critical records and data are still available to ensure the integrity of contract performance;

(7) Protection of Human Capital: Identify comprehensive plans to protect the overall health and welfare of the workforce in times of National Emergency or Incidents of National Significance;

(8) Testing and Training of the Plan: Detail comprehensive testing and training of the plan to improve the execution of contract performance in times of National Emergency or Incidents of National Significance;

(9) Devolution of Control and Direction: Identify plans and the ability to transfer authority and responsibility of essential functions from the primary location to other sites and employees; and

(10) Reconstitution and Resuming Normal Operations: Identify procedures and processes to expedite the return of contract performance and operations to their normal state.

(e) The Continuity of Contract Performance Plan must be made available by the contractor to all authorized contractor personnel with a "need-to-know" for review and use during the term of the contract.

(f) The Continuity of Contract Performance Plan must be updated as needed.

(End of Clause)

### **3.2.2.3-75      Requests for Contract Information (July 2004)**

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Any contract resulting from this SIR is a public document, subject to release under the Freedom of Information Act (FOIA), 5 U.S.C. Section 552. Unless covered by an exemption described in the Act, the Contracting Officer (CO) may release all information contained in the contract, including unit price, hourly rates and their extensions, to the public on request. Offerors (you) are urged to mark any sensitive documents you submit in response to this SIR that you consider to be trade secrets, proprietary information, or privileged or confidential financial information.

(End of Provision)

**3.2.4-30 Evaluation of Options Exercised at Time of Contract Award (April 1996)**

Except when it is determined not to be in the Government's best interests, the Government will evaluate the total price for the basic requirement together with any option(s) exercised at the time of award.

(End of provision)

**3.2.4-31 Evaluation of Options (April 1996)**

Except when it is determined not to be in the Government's best interests, the Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. Evaluation of options will not obligate the Government to exercise the option(s).

(End of provision)

**3.2.4-34 Option to Extend Services (April 1996)**

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within the period specified in the Schedule.

(End of clause)

**3.2.4-35 Option to Extend the Term of the Contract (April 1996)**

(a) The Government may extend the term of this contract by written notice to the Contractor within 30 days; provided, that the Government shall give the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option provision.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 6 months and 5 years.

(End of clause)

**3.3.1-10 Availability of Funds (April 1996)**

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Funds are not presently available for this contract. The FAA 's obligation under this contract is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the FAA for any payment may arise until funds are made available to the Contracting Officer for this contract and until the Contractor receives notice of such availability, to be confirmed in writing by the Contracting Officer.

(End of clause)

**3.3.1-11 Availability of Funds for the Next Fiscal Year (April 1996)**

Funds are not presently available for performance under this contract beyond 9/30/2009. The FAA 's obligation for performance of this contract beyond that date is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the FAA for any payment may arise for performance under this contract beyond 9/30/2009, until funds are made available to the Contracting Officer for performance and until the Contractor receives notice of availability, to be confirmed in writing by the Contracting Officer.

(End of clause)

**3.3.1-33 Central Contractor Registration (January 2008)**

(a) Definitions. As used in this clause

"Central Contractor Registration (CCR) database" means the primary Government repository for Contractor information required for the conduct of business with the Government.

"Data Universal Numbering System (DUNS) number" means the 9-digit number assigned by Dun and Bradstreet, Inc. (D&B) to identify unique business entities.

"Data Universal Numbering System +4 (DUNS+4) number" means the DUNS number assigned by D&B plus a 4-character suffix that may be assigned by a business concern. (D&B has no affiliation with this 4-character suffix.) This 4-character suffix may be assigned at the discretion of the business concern to establish additional CCR records for identifying alternative Electronic Funds Transfer (EFT) accounts for the same parent concern.

"Registered in the CCR database" means that the Contractor has entered all mandatory information, including the DUNS number or the DUNS+4 number, into the CCR database.

(b)(1) By submission of an offer, the offeror acknowledges the requirement that a prospective awardee shall be registered in the CCR database prior to award, during performance, and through final payment of any contract, basic agreement, basic ordering agreement, or blanket purchasing agreement resulting from this solicitation.

(2) The offeror shall enter, in Representations, Certifications and Other Statements of Offerors Section of the solicitation, the DUNS or DUNS +4 number that identifies the offeror's name and address exactly as stated in the offer. The DUNS number will be used by the Contracting Officer to verify that the offeror is registered in the CCR database.

(c) If the offeror does not have a DUNS number, it should contact Dun and Bradstreet directly to obtain one.

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- (1) An offeror may obtain a DUNS number
    - (i) If located within the United States, by calling Dun and Bradstreet at 1-866-705-5711 or via the Internet at <http://fedgov.dnb.com/webform>; or
    - (ii) If located outside the United States, by contacting the local Dun and Bradstreet office.

- (2) The offeror should be prepared to provide the following information:
  - (i) Company legal business.
  - (ii) Tradestyle, doing business, or other name by which your entity is commonly recognized.
  - (iii) Company Physical Street Address, City, State, and ZIP Code.
  - (iv) Company Mailing Address, City, State and ZIP Code (if different from physical street address).
  - (v) Company Telephone Number.
  - (vi) Date the company was started.
  - (vii) Number of employees at your location.
  - (viii) Chief executive officer/key manager.
  - (ix) Line of business (industry).
  - (x) Company Headquarters name and address (reporting relationship within your entity).

(d) If the offeror does not become registered in the CCR database in the time prescribed by the Contracting Officer, the Contracting Officer may proceed to award to the next otherwise successful registered offeror.

(e) Processing time, which normally takes 48 hours, should be taken into consideration when registering. Offerors who are not registered should consider applying for registration immediately upon receipt of this solicitation.

(f) The Contractor is responsible for the accuracy and completeness of the data within the CCR database, and for any liability resulting from the Government's reliance on inaccurate or incomplete data. To remain registered in the CCR database after the initial registration, the Contractor is required to review and update on an annual basis from the date of initial registration or subsequent updates its information in the CCR database to ensure it is current, accurate and complete. Updating information in the CCR does not alter the terms and conditions of this contract and is not a substitute for a properly executed contractual document.

(g)(1)(i) If a Contractor has legally changed its business name, "doing business as" name, or division name (whichever is shown on the contract), or has transferred the assets used in performing the contract, but has not completed the necessary requirements regarding novation and change-of-name agreements in AMS Procurement Guidance T3.10.1.A-8, the Contractor shall provide the responsible Contracting Officer a minimum of one business day's written notification of its intention to:

- (A) change the name in the CCR database;
- (B) comply with the requirements of T3.10.1.A-8; and
- (C) agree in writing to the timeline and procedures specified by the responsible Contracting Officer. The Contractor must provide the Contracting Officer with the notification, sufficient documentation to support the legally changed name.

(ii) If the Contractor fails to comply with the requirements of paragraph (g)(1)(i) of this clause, or fails to perform the agreement at paragraph (g)(1)(i)(C) of this clause, and, in the absence of a properly executed novation or change-of-name agreement, the CCR information that shows the Contractor to be other than the Contractor indicated in the contract will be considered to be incorrect information within the meaning of the "Suspension of Payment" paragraph of the electronic funds transfer (EFT) clause of this contract.



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(2) The Contractor shall not change the name or address for EFT payments or manual payments, as appropriate, in the CCR record to reflect an assignee for the purpose of assignment of claims. Assignees shall be separately registered in the CCR database. Information provided to the Contractor's CCR record that indicates payments, including those made by EFT, to an ultimate recipient other than that Contractor will be considered to be incorrect information within the meaning of the "Suspension of payment" paragraph of the EFT clause of this contract.

(h) Offerors and Contractors may obtain information on registration and annual confirmation requirements via the internet at <http://www.ccr.gov/> or by calling 1-888-227-2423, or 269-961-5757.

(End of Clause)

### **3.3.1-34 Payment by Electronic Funds Transfer- Central Contractor Registration (February 2009)**

(a) Method of payment.

(1) All payments by the Government under this contract shall be made by electronic funds transfer (EFT), except as provided in paragraph (a)(2) of this clause. As used in this clause, the term "EFT" refers to the funds transfer and may also include the payment information transfer.

(2) In the event the Government is unable to release one or more payments by EFT, the Contractor agrees to either"

(i) Accept payment by check or some other mutually agreeable method of payment; or

(ii) Request the Government to extend the payment due date until such time as the Government can make payment by EFT (but see paragraph (d) of this clause).

(b) Contractor's EFT information. The Government shall make payment to the Contractor using the EFT information contained in the Central Contractor Registration (CCR) database. In the event that the EFT information changes, the Contractor shall be responsible for providing the updated information to the CCR database.

(c) Mechanisms for EFT payment. The Government may make payment by EFT through either the Automated Clearing House (ACH) network, subject to the rules of the National Automated Clearing House Association, or the Fedwire Transfer System. The rules governing Federal payments through the ACH are contained in 31 CFR Part 210.

(d) Suspension of payment. If the Contractor's EFT information in the CCR database is incorrect, then the Government need not make payment to the Contractor under this contract until correct EFT information is entered into the CCR database; and any invoice or contract financing request shall be deemed not to be a proper invoice for the purpose of prompt payment under this contract. The prompt payment terms of the contract regarding notice of an improper invoice and delays in accrual of interest penalties apply.

(e) Liability for uncompleted or erroneous transfers.

(1) If an uncompleted or erroneous transfer occurs because the Government used the Contractor's EFT information incorrectly, the Government remains responsible for"

(i) Making a correct payment;

(ii) Paying any prompt payment penalty due; and

(iii) Recovering any erroneously directed funds.

(2) If an uncompleted or erroneous transfer occurs because the Contractor's EFT information was incorrect, or was revised within 30 days of Government release of the EFT payment transaction instruction to the Federal Reserve System, and"

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(i) If the funds are no longer under the control of the payment office, the Government is deemed to have made payment and the Contractor is responsible for recovery of any erroneously directed funds; or  
(ii) If the funds remain under the control of the payment office, the Government shall not make payment, and the provisions of paragraph (d) of this clause shall apply.

(f) EFT and prompt payment. A payment shall be deemed to have been made in a timely manner in accordance with the prompt payment terms of this contract if, in the EFT payment transaction instruction released to the Federal Reserve System, the date specified for settlement of the payment is on or before the prompt payment due date, provided the specified payment date is a valid date under the rules of the Federal Reserve System.

(g) EFT and assignment of claims. If the Contractor assigns the proceeds of this contract as provided for in the assignment of claims terms of this contract, the Contractor shall require as a condition of any such assignment, that the assignee shall register separately in the CCR database and shall be paid by EFT in accordance with the terms of this clause. Notwithstanding any other requirement of this contract, payment to an ultimate recipient other than the Contractor, or a financial institution properly recognized under an assignment of claims, is not permitted. In all respects, the requirements of this clause shall apply to the assignee as if it were the Contractor. EFT information that shows the ultimate recipient of the transfer to be other than the Contractor, in the absence of a proper assignment of claims acceptable to the Government, is incorrect EFT information within the meaning of paragraph (d) of this clause.

(h) Liability for change of EFT information by financial agent. The Government is not liable for errors resulting from changes to EFT information made by the Contractor's financial agent.

(i) Payment information. The payment or disbursing office shall forward to the Contractor available payment information that is suitable for transmission as of the date of release of the EFT instruction to the Federal Reserve System. The Government may request the Contractor to designate a desired format and method(s) for delivery of payment information from a list of formats and methods the payment office is capable of executing. However, the Government does not guarantee that any particular format or method of delivery is available at any particular payment office and retains the latitude to use the format and delivery method most convenient to the Government. If the Government makes payment by check in accordance with paragraph (a) of this clause, the Government shall mail the payment information to the remittance address contained in the CCR database.

(End of clause)

### **3.3.1-36 Availability of Funds - Option Periods under a Continuing Resolution (April 2008)**

Due to the possibility of the enactment of a continuing resolution in lieu of an annual appropriation, full fiscal year funding may not be available for an entire contract option period. In the event of a continuing resolution, FAA will only be liable for an amount based on the time period specified by the continuing resolution. The amount of funds made available by the continuing resolution will be specified by subsequent modification. If the contractor provides services in excess of the funded amount or beyond the covered period, the contractor does so at its own risk.

(End of Clause)

### **3.6.1-8 Notification of Competition Limited to Eligible SEDB Concerns (January 2010)**

(a) Offers are solicited only from "eligible socially and economically disadvantaged business (SEDB) concerns. As used herein, an "eligible SEDB" concern is a small business concern expressly certified by

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the Small Business Administration (SBA) for participation in the SBA's 8(a) program and which meets the following criteria at the time of submission of offer.

(1) The offeror is in conformance with the 8(a) support limitation set forth in its approved business plan; and

(2) The offeror is in conformance with the Business Activity Targets set forth in its approved business plan or any remedial action direct by the SBA.

(b) By submission of its offer, the offeror certifies that it meets all of the criteria set forth in paragraph (a) of this clause.

(c)(1) Agreement. A small business concern submitting an offer in its own name agrees to furnish, in performing the contract, only end items manufactured or produced by small business concerns in the United States or its outlying areas. However, this requirement does not apply in connection with construction or service contracts.

(2) The [Offeror insert name here] will notify the Angela Mihalek in writing immediately upon entering an agreement (either oral or written) to transfer all or part of its stock or other ownership interest to any other party.

(End of clause)

### **3.6.2-29 Statement of Equivalent Rates for Federal Hires (April 1996)**

In compliance with the Service Contract Act of 1965, as amended, and the regulations of the Secretary of Labor (29 CFR Part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of 5 U.S.C. 5341 or 5332. This Statement is for Information Only: It Is Not a Wage Determination

Employee class	Monetary Wage-Fringe Benefits
Janitor_____	_____ \$11.93 _____
_____	_____
_____	_____
_____	_____
_____	_____

(End of clause)

### **3.6.2-37 Notification of Employees' Rights Concerning Payment of Union Dues or Fees (April 2007)**

1. During the term of this contract, the contractor agrees to post a notice in conspicuous places in and about its plants and offices, including all places where notices to employees are customarily posted. The notice must include the following information [except that the last two sentences must not be included in notices posted in the plants or offices of carriers subject to the Railway Labor Act, as amended (45 U.S.C. 151-188)].

#### **NOTICE TO EMPLOYEES**

Under federal law, employees cannot be required to join a union or maintain membership in a union in order to retain their jobs. Under certain conditions, the law permits a union and an employer to enter into a union-security agreement requiring employees to pay uniform periodic dues and initiation fees. However, employees who are not union members can object to the use of their payments for certain

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purposes and can only be required to pay their share of union costs relating to collective bargaining, contract administration, and grievance adjustment. If you do not want to pay that portion of dues or fees used to support activities not related to collective bargaining, contract administration, or grievance adjustment, you are entitled to an appropriate reduction in your payment. If you believe that you have been required to pay dues or fees used in part to support activities not related to collective bargaining, contract administration, or grievance adjustment, you may be entitled to a refund and to an appropriate reduction in future payments.

For further information concerning your rights, contact the National Labor Relations Board (NLRB) either at one of its Regional offices or at the following address:

National Labor Relations Board  
Division of Information  
1099 14th Street, NW  
Washington, D.C. 20570  
1-866-667-6572  
1-866-315-6572 (TTY)

To locate the nearest NLRB office, see NLRB's website at: [www.nlrb.gov](http://www.nlrb.gov).

2. The contractor will comply with all provisions of E.O. 13201 of February 17, 2001, and related rules, regulations, and orders of the Secretary of Labor.

3. In the event that the contractor does not comply with any of the requirements set forth in paragraphs (1) or (2) above, this contract may be cancelled, terminated, or suspended in whole or in part, and the contractor may be declared ineligible for further government contracts in accordance with procedures authorized in or adopted pursuant to E.O. 13201 of February 17, 2001. Such other sanctions or remedies may be imposed as are provided in E.O. 13201 of February 17, 2001, or by rule, regulation, or order of the Secretary of Labor, or as are otherwise provided by law.

4. The contractor will include the provisions of paragraphs (1) through (4) herein in every subcontract or purchase order entered into in connection with this contract unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 3 of E.O. 13201 of February 17, 2001, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any such subcontract or purchase order as may be directed by the Secretary of Labor as a means of enforcing such provisions, including the imposition of sanctions for noncompliance. However, if the contractor becomes involved in litigation with a subcontractor or vendor, or is threatened with such involvement, as a result of such direction, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

(End of Clause)

### **3.9.1-1 Contract Disputes (September 2009)**

(a) All contract disputes arising under or related to this contract shall be resolved through the Federal Aviation Administration (FAA) dispute resolution system at the Office of Dispute Resolution for Acquisition (ODRA) and shall be governed by the procedures set forth in 14 C.F.R. Parts 14 and 17, which are hereby incorporated by reference. Judicial review, where available, will be in accordance with 49 U.S.C. 46110 and shall apply only to final agency decisions. A contractor may seek review of a final FAA decision only after its administrative remedies have been exhausted.

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(b) The filing of a contract dispute with the ODRA may be accomplished by mail, overnight delivery, hand delivery, or by facsimile. A contract dispute is considered to be filed on the date it is received by the ODRA.

(c) Contract disputes are to be in writing and shall contain:

(1) The contractor's name, address, telephone and fax numbers and the name, address, telephone and fax numbers of the contractor's legal representative(s) (if any) for the contract dispute;

(2) The contract number and the name of the Contracting Officer;

(3) A detailed chronological statement of the facts and of the legal grounds for the contractor's positions regarding each element or count of the contract dispute (i.e., broken down by individual claim item), citing to relevant contract provisions and documents and attaching copies of those provisions and documents;

(4) All information establishing that the contract dispute was timely filed;

(5) A request for a specific remedy, and if a monetary remedy is requested, a sum certain must be specified and pertinent cost information and documentation (e.g., invoices and cancelled checks) attached, broken down by individual claim item and summarized; and

(6) The signature of a duly authorized representative of the initiating party.

(d) Contract disputes shall be filed at the following address:

(1) Office of Dispute Resolution for Acquisition, AGC-70,  
Federal Aviation Administration,  
800 Independence Ave, S.W., Room 323,  
Washington, DC 20591,

Telephone: (202) 267-3290,  
Facsimile: (202) 267-3720; or

(2) other address as specified in 14 CFR Part 17.

(e) A contract dispute against the FAA shall be filed with the ODRA within two (2) years of the accrual of the contract claim involved. A contract dispute by the FAA against a contractor (excluding contract disputes alleging warranty issues, fraud or latent defects) likewise shall be filed within two (2) years after the accrual of the contract claim. If an underlying contract entered into prior to the effective date of this part provides for time limitations for filing of contract disputes with the ODRA which differ from the aforesaid two (2) year period, the limitation periods in the contract shall control over the limitation period of this section. In no event will either party be permitted to file with the ODRA a contract dispute seeking an equitable adjustment or other damages after the contractor has accepted final contract payment, with the exception of FAA claims related to warranty issues, gross mistakes amounting to fraud or latent defects. FAA claims against the contractor based on warranty issues must be filed within the time specified under applicable contract warranty provisions. Any FAA claims against the contractor based on gross mistakes amounting to fraud or latent defects shall be filed with the ODRA within two (2) years of the date on which the FAA knew or should have known of the presence of the fraud or latent defect.

(f) A party shall serve a copy of the contract dispute upon the other party, by means reasonably calculated

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to be received on the same day as the filing is to be received by the ODRA.

(g) After filing the contract dispute, the contractor should seek informal resolution with the Contracting Officer.

(h) The FAA requires continued performance with respect to contract disputes arising under this contract, in accordance with the provisions of the contract, pending a final FAA decision.

(i) The FAA will pay interest on the amount found due and unpaid from (1) the date the Contracting Officer receives the contract dispute, or (2) the date payment otherwise would be due, if that date is later, until the date of payment. Simple interest on contract disputes shall be paid at the rate fixed by the Secretary of the Treasury that is applicable on the date the Contracting Officer receives the contract dispute and then at the rate applicable for each 6-month period as fixed by the Treasury Secretary until payment is made. Interest will not accrue for more than one year.

(j) Additional information and guidance about the ODRA dispute resolution process for contract disputes can be found on the ODRA Website at <http://www.faa.gov>.

(End of clause)

### **3.9.1-2 Protest After Award (August 1997)**

(a) Upon receipt of a notice that a protest has been filed with the FAA Office of Dispute Resolution, or a determination that a protest is likely, the Administrator or his designee may instruct the Contracting Officer) to direct the Contractor to stop performance of the work called for by this contract. The order to the Contractor shall be in writing, and shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Upon receipt of the final decision or other resolution of the protest, the Contracting Officer shall either--

(1) Cancel the stop-work order; or

(2) For other than cost-reimbursement contracts, terminate the work covered by the order as provided in the "Default" or the "Termination for Convenience of the Government" clause(s) of this contract; or

(3) For cost-reimbursement contracts, terminate the work covered by the order as provided in the "Termination" clause of this contract.

(b) If a stop-work order issued under this clause is canceled either before or after the final resolution of the protest, the Contractor shall resume work. The Contracting Officer shall make for other than cost-reimbursement contracts, an equitable adjustment in the delivery schedule or contract price, or both; and for cost-reimbursement contracts, an equitable adjustment in the delivery schedule, the estimated cost, the fee, or a combination thereof, and in any other terms of the contract that may be affected; and the contract shall be modified, in writing, accordingly, if--

(1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and

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(2) The Contractor asserts its right to an adjustment within 30 days after the end of the period of work stoppage; provided, that if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon a proposal submitted at any time before final payment under this contract.

(c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

(d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

(e) The Government's rights to terminate this contract at any time are not affected by action taken under this clause.

(End of clause)

### **3.14-2 Contractor Personnel Suitability Requirements (January 2009)**

(a) This clause applies to the extent that this contract requires contractor employees, subcontractors, or consultants to have unescorted access to FAA:

(1) Facilities;

(2) Sensitive information; and/or;

(3) Resources regardless of the location where such access occurs, and none of the exceptions of FAA Order 1600.72A, Contractor and Industrial Security Program, Chapter 5, paragraphs 4, 6, 7 and 8 pertains.

Definitions of applicable terminology are contained in the corresponding guidance and FAA Order 1600.72A, appendix A.

(b) Consistent with FAA Order 1600.72A, the FAA Servicing Security Element (SSE) has approved designated risk levels for the positions under the contract. Those designated risk levels are:

#### **LOW**

(c) If a National Agency Check with Inquiries (NACI) or other investigation is required under paragraph (b) for a given position, the contractor will submit to the Contracting Officer (CO) a point of contact (POC) that will enter applicant data into the Vendor Applicant Process (VAP) system ([vap.faa.gov](http://vap.faa.gov)). VAP is a FAA system used to process and manage security information for FAA contractor personnel. Each contract may have up to 5 POCs. Once designated, a VAP administrator will provide each POC a Web ID and password.

The type of investigation conducted will be determined by the position risk level designation for all duties, functions, and/or tasks performed and will serve as the basis for granting a favorable employment suitability authorization as described in FAA Order 1600.72A. If an employee has had a previous U. S. Government conducted background investigation which meets the requirements of Chapter 5 of FAA Order 1600.72A and Homeland Security Presidential Directive 12 (HSPD-12), it will be accepted by the FAA. However, the FAA reserves the right to conduct further investigations, if necessary. The contract

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may include positions that are temporary, seasonal, or under escort only. In such cases, a FAA Form 1600-77 for each specific position will be established as the investigative requirements may differ from the NACI.

The following information must be entered into VAP by the POC for each applicant requiring an investigation:

- Name;
- Date and place of birth (city and state);
- Social Security Number (SSN);
- Position and office location;
- Contract number;
- Current e-mail address and telephone number (personal or work); and
- Any known information regarding current security clearance or previous investigations (e.g. the name of the investigating entity, type of background investigation conducted, contract number, labor category (Position), and approximate date the previous background investigation was completed).

If a prior investigation exists and there has not been a 2 year break in service by the applicant, the SSE will notify the contractor that no investigation is required and that final suitability is approved.

If no previous investigation exists, the SSE will send the applicant an e-mail (this step may be delegated to VAP POC):

- Stating that no previous investigation exists and the applicant must complete a form through the Electronic Questionnaires for Investigations Processing (eQIP) system;
- Instructing the applicant how to enter and complete the eQIP form;
- Providing where to send/fax signature and release pages and other applicable forms; and
- Providing instructions regarding fingerprinting.

The applicant must complete the eQIP form and submit other required material within 15 days of receiving the e-mail from the SSE.

For items to be submitted outside eQIP, the contractor must submit the required information with a transmittal letter referencing the contract number to:

Headquarters Contracts:

Manager, Personnel Security Division, AIN-400  
800 Independence Avenue, S.W., Room 315  
Washington, D.C. 20591

Regional and Center Contracts:

ANM-700; Pat Rodgers  
1601 Lind Ave. S.W.  
Renton, WA 98057

The transmittal letter must also include a list of all of the names of contractor employees and their positions for which completed forms will be submitted to the SSE pursuant to this Clause.

(d) The contractor must submit the information required by paragraph (c) of this Clause for any new employee not listed in the Contractor's initial submission who is hired into any position identified in paragraph (b) of this Clause.



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(e) The CO will provide notice to the contractor when any contractor employee is found to be unsuitable or otherwise objectionable, or whose conduct appears contrary to the public interest, or inconsistent with the best interest of national security. The contractor must take appropriate action, including the removal of such employee from working on this FAA contract, at their own expense. Once action has been taken, the contractor will report the action to the CO and SSE.

(f) No contractor employee will work in a high, moderate, or low risk position unless the SSE has received all forms necessary to conduct any required investigation and has authorized the contractor employee to begin work.

(g) The contractor must notify the CO within one (1) business day after any employee identified pursuant to paragraph (c) of this Clause is terminated from performance on the contract. This notification must be done utilizing the Removal Entry Screen of VAP. If FAA issued the terminated employee and identification card, the contractor must collect the card and submit it to the SSE.

(h) The CO may also, after coordination with the SSE and other security specialists, require contractor employees to submit any other security information (including additional fingerprinting) deemed reasonably necessary to protect the interests of the FAA. In this event, the contractor must provide, or cause each of its employees to provide, such security information to the SSE, and the same transmittal letter requirements of paragraph (c) of this Clause applies.

(i) The contractor and/or subcontractor(s) must contact the Servicing Security Elements (Regional and/or Center Security Divisions) or AIN-400 at Headquarters within one (1) business day in the event an employee is arrested (detained by law enforcement for any offenses, other than minor traffic offenses) or is involved in theft of government property or the contractor becomes aware of any information that may raise a question about the suitability of a contractor employee.

(j) Failure to submit information required by this clause within the time required may be determined by the CO a material breach of the contract.

(k) If subsequent to the effective date of this contract, the security classification or security requirements under this contract are changed by the Government and if the changes cause an increase or decrease in direct contract costs or otherwise affect any other term or condition of this contract, the contract will be subject to an equitable adjustment.

(l) The contractor agrees to insert terms that conform substantially to the language of this clause, including paragraph (k) but excluding any reference to the Changes clause of this contract, in all subcontracts under this contract that involve access and where the exceptions under Chapter 5, FAA Order 1600.72A do not apply.

(m) Contractor employees who have not undergone a background investigation must be escorted at all times. In some instances, a contractor employee may be required to serve as an escort. To serve as an escort, a contractor employee must have a favorably adjudicated fingerprint check and initiated a NACI with FAA.

(End of Clause)

**3.14-4 Access to FAA Systems and Government-Issued Keys, Personal Identity Verification (PIV) cards, and Vehicle Decals (July 2008)**

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(a) It may become necessary for the Government to grant access to FAA systems or issue keys, PIV cards, vehicle decals, and/or access control cards to contractor employees. Prior to or upon completion or termination of the work required hereunder, the contractor must return all such Government-issued items and submit a request to terminate all user accounts on applicable FAA systems to the issuing office with notification to the Contracting Officer's Technical Representative (COTR). When contractor employees who have been issued such items are terminated or no longer required to perform the work, the Government-issued items must be returned to the Government and a request submitted for the termination of FAA system access within three (3) business days or upon termination of the contract or the employee. Improper use, possession or alteration of FAA issued keys, PIV Cards and/or vehicle decals is subject to penalties under Title 18, USC 499, 506, 701, and 1030.

(b) In the event such keys, PIV Cards, or vehicle decals are lost, stolen, or not returned, the contractor understands and agrees that the Government may, in addition to any other withholding provision of the contract, withhold final payment for each key, PIV Card, and vehicle decal lost, stolen, or not returned. If the keys, PIV Cards, or vehicle decals are not returned within 30 calendar days from the date the withholding action was initiated, any amount so withheld must be forfeited by the contractor.

(c) Access to aircraft ramp/hangar areas is authorized only to those persons displaying a flight line identification card and for vehicles, a current ramp permit issued pursuant to Title 49, Part 1542, Code of Federal Regulations.

(d) The Government retains the right to inspect inventory, or audit PIV Cards, keys, vehicle decals, and access control cards issued to the contractor in connection with the contract at the convenience of the Government. Any items not accounted for, to the satisfaction of the Government will be assumed to be lost and the provisions of section (b) apply.

(e) Keys must be obtained from the COTR who will require the contractor to sign a receipt for each key obtained. Lost or stolen keys, PIV Cards, vehicle decals, and access control cards must immediately be reported concurrently to the Contracting Officer (CO), COTR, and Pat Rodgers, ANM-700. Electronic keying cards are handled in the same manner as metal keys.

(f) Each contract employee, during all times of on-site performance at the Seattle-Tacoma TRACON and ATCT facilities, must prominently display his/her current and valid PIV card on the front portion of his/her body between the neck and waist. Each PIV card holder must not affix pins, stickers, or other decorations to the PIV.

(1) Prior to any contractor employee obtaining a PIV Card or vehicle decals, the contract employee is required to report in person to the SSE Registrar or an FAA designated trusted agent for fingerprinting, photographing, and to submit their required investigation forms as described in AMS clause 3.14-2, Contractor Personnel Suitability Requirements. The investigative forms must be submitted to Pat Rodgers, ANM-700 by the contractor in a sealed envelope either hand carried by the contractor or sent via U.S. mail to: 1601 Lind Ave. S.W., Renton, WA 98057. The SSE will review the forms and approve interim suitability prior to the contract employee beginning work. When an interim is granted by the SSE, the individual may begin work under escort until their OPM fingerprint check has been returned and successfully adjudicated. Once the OPM fingerprint check has been successfully adjudicated, they can then be badged. If the contract employee requires a PIV Card, the fingerprint check must be completed and favorably adjudicated by the SSE prior to approval or issuance of the PIV card.

(2) To obtain the PIV Card, contractor employee must submit an identification Card/Credential Application (DOT 1681) signed by the contractor employee and by the authorized trusted agent (when

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applicable) and also by the authorized sponsor to the CO or to the COTR. The DOT 1681 must contain, as a minimum, under the "Credential Justification" heading, the name of the contractor/company, the contract number or the appropriate acquisition identification number, the expiration date of the contract or the task (whichever is sooner), and the required signatures. The contractor will be notified when the DOT 1681 has been approved and is ready for processing by ANM-700. Arrangements for processing the identification cards, including photographs and lamination can be made by contacting ANM-700.

(3) The contractor must contact the SSE to obtain the procedures that the contractor's employees must utilize to obtain their PIV Card.

(g) The contractor is responsible for ensuring final out-processing is accomplished for all departing contractor employees. Final out-processing must be accomplished by close of business the final workday of the contractor employee or the next day under special conditions. The SSE must be notified in writing and ensure that all FAA media, including the PIV card, are returned to the SSE.

(End of Clause)

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**PART III - SECTION J**  
**LIST OF ATTACHMENTS**

Attachment A - Service Contract Act Wage Determination for the State of Alaska  
Attachment B - Customer Satisfaction Survey

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**PART IV - SECTION K**  
**REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OF OFFERORS**

**3.1-1           Clauses and Provisions Incorporated by Reference** (December 2005)

This screening information request (SIR) or contract, as applicable, incorporates by reference the provisions or clauses listed below with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make the full text available, or offerors and contractors may obtain the full text via Internet at:

<http://conwrite.faa.gov> (on this web page, select "Search and View Clauses").

**3.2.2.3-3           Affiliated Offerors** (July 2004)

**3.2.2.3-35          Annual Representations and Certifications** (July 2004)

**3.2.5-2            Independent Price Determination** (October 1996)

**3.6.3-10          Certification of Toxic Chemical Release Reporting** (July 2008)

**3.2.2.3-2          Minimum Offer Acceptance Period** (July 2004)

(a) 'Acceptance period,' as used in this provision, means the number of calendar days the FAA (we, us) has to award a contract from the date the SIR specifies for receiving offers.

(b) This provision supersedes any language about the acceptance period appearing elsewhere in this SIR.

(c) We require a minimum acceptance period of 60 calendar days.

(d) The offeror (you) may specify a longer acceptance period than the period shown in paragraph (c). To specify a longer period, fill in the blank: The offeror allows the following acceptance period: 60 calendar days.

(e) We may reject an offer allowing less than the FAA's minimum acceptance period.

(f) You agree to fulfill your offer completely if the FAA accepts your offer in writing within:

    (1) The acceptance period stated in paragraph (c) of this provision; or

    (2) Any longer acceptance period stated in paragraph (d) of this provision.

(End of provision)

**3.2.2.3-10          Type of Business Organization** (July 2004)

By checking the applicable box, the offeror (you) represents that--

(a) You operate as ☐ a corporation incorporated under the laws of the State of \_\_\_\_\_, ☐ an individual, ☐ a partnership, ☐ a nonprofit organization, ☐ a joint venture or ☐ other \_\_\_\_\_ [specify what type of organization].

(b) If you are a foreign entity, you operate as ☐ an individual, ☐ a partnership, ☐ a nonprofit organization, ☐ a joint venture, or ☐ a corporation, registered for business in \_\_\_\_\_.

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(country)

(End of provision)

**3.2.2.3-15 Authorized Negotiators (July 2004)**

The offeror states that the following persons are authorized to negotiate on your behalf with the FAA in connection with this offer:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone number: \_\_\_\_\_

(End of provision)

**3.2.2.3-16 Restricting, Disclosing and Using Data (July 2004)**

If the offeror (you) includes data in your offer that you do not want to be disclosed to the public or for the FAA to use except for evaluation purposes-----

(a) Mark the title page with the following legend:

This offer includes data that must not be (1) disclosed outside the FAA and (2) duplicated, used, or disclosed -in whole or in part- for any purpose other than to evaluate this offer.

(b) Contracts awarded as a result of this SIR are subject to the disclosure requirements specified in this contract. This restriction does not limit our right to use information from another source that may be contained in your offer.

(c) Use the following space to identify the pages containing the restricted data:

Numbers or other identification of pages:

\_\_\_\_\_

(d) Mark each page you want to restrict with the following legend: 'Using or disclosing data contained on this page is subject to the restriction on the title page of this offer.'

(End of provision)

**3.2.2.3-35 Annual Representations and Certifications (July 2004)**

The offeror certifies that annual representations and certifications (check the appropriate block):

[ ] (a) Dated \_\_\_\_\_ (insert date of signature on offer) which are incorporated by reference, have been submitted to the contracting office issuing this SIR and that the information is current, accurate, and complete as of the date of this offer, except as follows (insert changes that affect only this SIR; if 'none,' say so):

[ ] (b) Are enclosed.

(End of provision)

**3.2.2.3-70 Taxpayer Identification (July 2004)**

(a) Definitions.

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(1) "Common parent," as used in this clause, means a corporate entity that owns or controls an affiliated group of corporations that files an offeror's (you, your) Federal income tax returns on a consolidated basis, and of which you are a member.

(2) "Corporate status," as used in this clause, means a designation as to whether you are a corporate entity, an unincorporated entity (for example, sole proprietorship or partnership), or a corporation providing medical and health care services.

(3) "Taxpayer Identification Number (TIN)," as used in this clause, means the number the Internal Revenue Service (IRS) requires you use in reporting income tax and other returns.

(b) All offerors must submit the information required in paragraphs (c) through (e) of this provision to comply with reporting requirements of 26 U.S.C. 6041, 6041A, and 6050M and implementing regulations issued by IRS. The FAA will use this information to collect and report on any delinquent amounts arising out of your relation with the Federal Government, under Public Law 104 -134, the Debt Collection Improvement Act of 1996, Section 31001(I)(3). If the resulting contract is subject to the reporting requirements and you refuse or fail to provide the information, the Contracting Officer (CO) may reduce your payments 31 percent under the contract.

(c) Taxpayer Identification Number (TIN).

- ☐ TIN: \_\_\_\_\_
- ☐ TIN has been applied for.
- ☐ TIN is not required because:
- ☐ Offeror is a nonresident alien, foreign corporation, or foreign partnership that does not leave income effectively connected with the conduct of a trade or business in the U.S. and does not have an office or place of business or a fiscal paying agent in the U.S.;
- ☐ Offeror is an agency or instrumentality of a foreign government;
- ☐ Offeror is an agency or instrumentality of a Federal, state, or local government;
- ☐ Other--State basis. \_\_\_\_\_.

(d) Corporate Status.

- ☐ Corporation providing medical and health care services, or engaged in the billing and collecting of payments for such services;
- ☐ Other corporate entity
- ☐ Not a corporate entity
- ☐ Sole proprietorship
- ☐ Partnership
- ☐ Hospital or extended care facility described in 26 CFR 501(c)(3) that is exempt from taxation under 26 CFR 501(a).

(e) Common Parent.

- ☐ A common parent does not own or control the offeror as defined in paragraph (a).
- ☐ Name and TIN of common parent:
- Name \_\_\_\_\_
- TIN \_\_\_\_\_

(End of provision)

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**3.2.2.3-76 Representation- Release of Contract Information (July 2004)**

(a) Any contract resulting from this SIR may be subject to release under the Freedom of Information Act (FOIA), 5 U.S.C. Section 552.

(b) The offeror's (you, your) position regarding the possible release of information you provide in response to this SIR is as follows:

(c) REPRESENTATION CONCERNING RELEASE OF CONTRACT INFORMATION--

The offeror (you) represents that--(1)[ ] You have made a complete review of your offer(s) in response to this SIR and no exemption from mandatory release under FOIA exists, and, (2)[ ] You have no objection to the release of any contract you may be awarded in whole or in part resulting from this SIR.

OR

The offeror (you) represents that [ ] your offer(s) in response to this SIR contains information that is exempt from mandatory release under FOIA. Accordingly, you represent that--(1)[ ] You have identified any sensitive documents you submitted in response to this SIR by placing restrictive markings on them. This may include trade secrets, proprietary information, or commercial or financial information that is privileged or confidential, and (2)[ ] As the party that provided the information, you have provided the Contracting Officer (by separate letter concurrent with this offer) detailed information listing the page(s) to be withheld complete with any and all legal justifications which would permit the FAA to invoke a FOIA exemption.

[End of Provision]

**3.2.2.7-7 Certification Regarding Responsibility Matters (January 2010)**

(a)(1) The Offeror certifies, to the best of its knowledge and belief, that

(i) The Offeror and/or any of its Principals-

A) Are [ ] are not [ ] presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;

(B) Have [ ] have not [ ] within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public

(Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, violating Federal criminal tax laws or receiving stolen property; and

(C) Are [ ] are not [ ] presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in subdivision a)(1)

(i)(B) of this provision.

(D) Have [ ], have not [ ], within a three-year period preceding this offer, been notified of any delinquent Federal taxes in an amount that exceeds \$3,000 for which the liability remains unsatisfied.

(1) Federal taxes are considered delinquent if both of the following criteria apply:

(i) The tax liability is finally determined. The liability is finally determined if it has been assessed. A liability is not finally determined if there is a pending administrative or judicial challenge. In the case of a judicial challenge to the liability, the liability is not finally determined until all judicial appeal rights have been exhausted.



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(ii) The taxpayer is delinquent in making payment. A taxpayer is delinquent if the taxpayer has failed to pay the tax liability when full payment was due and required. A taxpayer is not delinquent in cases where enforced collection action is precluded.

(2) Examples-

(i) The taxpayer has received a statutory notice of deficiency, under I.R.C. Sec. 6212, which entitles the taxpayer to seek Tax Court review of a proposed tax deficiency. This is not a delinquent tax because it is not a final tax liability. Should the taxpayer seek Tax Court review, this will not be a final tax liability until the taxpayer has exercised all judicial appeal rights.

(ii) The IRS has filed a notice of Federal tax lien with respect to an assessed tax liability, and the taxpayer has been issued a notice under I.R.C. Sec. 6320 entitling the taxpayer to request a hearing with the IRS Office of Appeals contesting the lien filing, and to further appeal to the Tax Court if the IRS determines to sustain the lien filing. In the course of the hearing, the taxpayer is entitled to contest the underlying tax liability because the taxpayer has had no prior opportunity to contest the liability. This is not a delinquent tax because it is not a final tax liability. Should the taxpayer seek tax court review, this will not be a final tax liability until the taxpayer has exercised all judicial appeal rights.

(iii) The taxpayer has entered into an installment agreement pursuant to I.R.C. Sec. 6159. The taxpayer is making timely payments and is in full compliance with the agreement terms. The taxpayer is not delinquent because the taxpayer is not currently required to make full payment.

(iv) The taxpayer has filed for bankruptcy protection. The taxpayer is not delinquent because enforced collection action is stayed under 11 U.S.C. 362 (the Bankruptcy Code).

(b) The Offeror has [ ] has not [ ] within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.

(2) 'Principals,' for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions). THIS CERTIFICATION CONCERNS A MATTER WITHIN THE JURISDICTION OF AN AGENCY OF THE UNITED STATES AND THE MAKING OF A FALSE, FICTITIOUS, OR FRAUDULENT CERTIFICATION MAY RENDER THE MAKER SUBJECT TO PROSECUTION UNDER SECTION 1001, TITLE 18, UNITED STATES CODE.

(c) The Offeror shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(d) A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this SIR. However, the certification will be considered in connection with a determination of the Offeror's responsibility. Failure of the Offeror to furnish a certification or provide such

additional information as requested by the Contracting Officer may render the Offeror nonresponsible.

(e) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(f) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from this SIR for default.

(End of provision)

**3.3.1-35 Certification of Registration in Central Contractor Registration (CCR) (April 2006)**

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In accordance with Clause 3.3.1-33, Central Contractor Registration, offeror certifies that they are registered in the CCR Database and have entered all mandatory information including the DUNS or DUNS+4 Number.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

(End of provision)

### **3.6.2-6 Previous Contracts and Compliance Reports (April 1996)**

The offeror represents that--(a) It ☐ has, ☐ has not, participated in a previous contract or subcontract subject either to the "Equal Opportunity" clause of this solicitation, the clause originally contained in Section 310 of Executive Order No. 10925, or the clause contained in Section 201 of Executive Order No. 11114; (b) It ☐ has, ☐ has not, filed all required compliance reports; and (c) Representations indicating submission of required compliance reports, signed by proposed subcontractors, will be obtained before subcontract awards.

(End of provision)

### **3.6.2-8 Affirmative Action Compliance (April 1996)**

The offeror represents that (a) it ☐ has developed and has on file, ☐ has not developed and does not have on file, at each establishment, affirmative action programs required by the rules and regulations of the Secretary of Labor (41 CFR 60-1 and 60-2), or (b) it ☐ has not previously had contracts subject to the written affirmative action programs requirement of the rules and regulations of the Secretary of Labor.

(End of provision)

### **3.13-4 Contractor Identification Number Data Universal Numbering System (DUNS) Number (April 2006)**

(a) Definitions. As used in this clause

"Contractor Identification Number," as used in this provision, means "Data Universal Numbering System (DUNS) number, which is a nine-digit number assigned by Dun and Bradstreet Information Services, to identify unique business entities (taken from CCR clause)

"Data Universal Numbering System +4 (DUNS+4) number" means the DUNS number assigned by D&B plus a 4-character suffix that may be assigned by a business concern. (D&B has no affiliation with this 4-character suffix.) This 4-character suffix may be assigned at the discretion of the business concern to establish additional CCR records for identifying alternative Electronic Funds Transfer.

(b) Contractor identification is essential for receiving payment and complying with statutory contract reporting requirements. Therefore, the offeror shall provide its DUNS or DUNS+4 number below. The

$$\left( \frac{1}{\sqrt{\pi}} e^{-x^2} \right)_{x=0}^{+\infty}$$

DUNS OR DUNS+4 NUMBER: \_\_\_\_\_

(c) If the offeror does not have a DUNS number, it should contact Dun and Bradstreet directly to obtain one.

(1) An offeror may obtain a DUNS number

(i) If located within the United States, by calling Dun and Bradstreet at 1-866-705-5711 or via the Internet at <http://www.dnb.com/>; or

(ii) If located outside the United States, by contacting the local Dun and Bradstreet office.

(2) The offeror should be prepared to provide the following information:

(i) Company legal business.

(ii) Tradestyle, doing business, or other name by which your entity is commonly recognized.

(iii) Company Physical Street Address, City, State, and ZIP Code.

(iv) Company Mailing Address, City, State and ZIP Code (if different from physical street address).

(v) Company Telephone Number.

(vi) Date the company was started.

(vii) Number of employees at your location.

(viii) Chief executive officer/key manager.

(ix) Line of business (industry).

(x) Company Headquarters name and address (reporting relationship within your entity).

(End of provision)

**BUSINESS DECLARATION**

1. Name of Firm: \_\_\_\_\_ Tax Identification No.: \_\_\_\_\_
2. Address of Firm: \_\_\_\_\_
3. Telephone Number of Firm: \_\_\_\_\_
4. a. Name of Person Making Declaration \_\_\_\_\_
- b. Telephone Number of Person Making Declaration \_\_\_\_\_
- c. Position Held in the Company \_\_\_\_\_
5. Controlling Interest in Company ("X" all appropriate boxes)
- ☐ a. Black American    ☐ b. Hispanic American    ☐ c. Native American    ☐ d. Asian American
- ☐ e. Other Minority (Specify) \_\_\_\_\_ ☐ f. Other (Specify) \_\_\_\_\_
- ☐ g. Female    ☐ h. Male    ☐ i. 8(a) Certified (Certification letter attached)    ☐ j. Service Disabled Veteran Small Business
6. Is the person identified in Number 4 above, responsible for day-to-day management and policy decision making, including but not limited to financial and management decisions?
- ☐ a. Yes    ☐ b. No    (If "NO," provide the name and telephone number of the person who has this authority.) \_\_\_\_\_

7. Nature of Business (Specify all services/products (NAIC)) \_\_\_\_\_
8. (a) Years the firm has been in business: \_\_\_\_\_ (b) No. of Employees \_\_\_\_\_
9. Type of Ownership:    ☐ a. Sole Ownership    ☐ b. Partnership
- ☐ c. Other (Explain) \_\_\_\_\_
10. Gross receipts of the firm for the last three years:
- |                         |            |
|-------------------------|------------|
| a.1. _____              | b.1. _____ |
| a.2. Year Ending: _____ | b.2. _____ |
| a.3. _____              | b.3. _____ |
11. Is the firm a small business? ☐ a. Yes    ☐ b. No
12. Is the firm a service disabled veteran owned small business? ☐ a. Yes    ☐ b. No
13. Is the firm a socially and economically disadvantaged small business? ☐ a. Yes    ☐ b. No

***I DECLARE THAT THE FOREGOING STATEMENTS  
CONCERNING*** \_\_\_\_\_

**ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION,  
AND BELIEF. I AM AWARE THAT I AM SUBJECT TO CRIMINAL PROSECUTION  
UNDER THE PROVISIONS OF 18 USCS 1001.**

14. a. Signature \_\_\_\_\_ b. Date: \_\_\_\_\_
- c. Typed Name \_\_\_\_\_ d. Title: \_\_\_\_\_

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**PART IV - SECTION L**  
**INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS**

**L001. SUBMISSION OF OFFER:** An offeror shall submit an offer which shall includes the following:

- a) Signed Standard Form 33, SOLICITATION, OFFER AND AWARD
- b) Part I, Section B, PRICE SCHEDULE
- c) Part IV, Section K, REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS
- d) Part IV, Section K, Business Declaration
- e) Technical Proposal – See Below

**1. Technical Proposal**

**A. Past Experience**

Provide a list of projects within the past 3 years similar in scope of work to be done. Similar is defined as performing janitorial services in an office environment with more than 25 employees as well as providing janitorial services on a call-out basis. Be specific and provide details. For each project address the following points:

- a) Project title, description and contract number
- b) Client names, business address, phone numbers, and contact person
- c) Dollar value
- d) Scope of work
- e) Award and completion dates
- f) Any relevant information that would reflect on the offeror's ability to meet schedule constraints.

**B. Customer Satisfaction Surveys (By third party references)**

The Applicant is REQUIRED to have at least two (2) of the attached customer satisfaction surveys (CSS's) completed and returned to this office c/o ANGELA MIHALEK by a third party reference. It is advised that the Applicant distribute more than three CSS's to third party-references as not all are returned, and receipt of less than two could lead to the Offeror's disqualification. It is also advised that each Applicant verify receipt of the requisite number of Customer Satisfaction Surveys well *before* the solicitation deadline.

**2. Price Proposal (original)**

- a. SF-33 Solicitation, Offer and Award
- b. Acknowledge all amendments
- c. Section B, Pricing Schedule
- d. Section K, Representations and Certifications with Business Declaration.

A prospective offeror shall submit a complete technical and price proposal which shall encompass, but not necessarily be limited to, the content set forth herein. Note, all technical and business proposal areas must be fully addressed. A negative response is required in the event of no similar experience for a particular area, or for any item that is not applicable. Any omission or partial and vague responses may lead to the rejection of the offeror's proposal without discussions with offeror. All submitted technical information be considered proprietary data and shall be utilized for evaluation purposes only and kept confidential. Offerors are advised the that government reserves the right to use and evaluate any and all available pertinent information, in addition to the data presented in the technical proposal.

## **L002. SUBMISSION DATE AND PLACE**

The due date for receipt of offers is **November 10<sup>th</sup>, 2010, 12pm (PST)**. Offerors wishing to submit an offer, modification or withdrawal through the U.S. Postal Service, Certified and Registered mail, Special Delivery, or U.S. Postal Express Mail shall be addressed to:

DOT, FEDERAL AVIATION ADMINISTRATION  
ACQUISITION MANAGEMENT BRANCH – ANM-52  
1601 LIND AVE S.W.  
RENTON, WA 98057  
ATTN: ANGELA MIHALEK

**FAXED OR EMAILED PROPOSALS WILL BE ACCEPTED FOR THIS SOLICITATION. ALL ORIGINAL PROPOSALS MUST BE RECEIVED BY THIS OFFICE WITHIN 5 CALENDAR DAYS AFTER OFFER DUE DATE. PLEASE SEE 3.2.2.3-20 – ELECTRONIC OFFERS, FOR ADDITIONAL TERMS AND CONDITIONS OF ELECTRONIC SUBMISSIONS.**

## **L003. SUBMISSION OF CUSTOMER SATISFACTION SURVEYS**

Applicant is **REQUIRED** to have at least two (2) of the attached customer satisfaction surveys (CSS's) completed and returned to this office c/o ANGELA MIHALEK by a third party reference. Customer Satisfaction Surveys may be emailed to ANGELA MIHALEK at [Angela.Mihalek@faa.gov](mailto:Angela.Mihalek@faa.gov). The surveys may also be faxed at the Applicant's risk to 425-227-1055 Attn: ANGELA MIHALEK. It is also advised that each Applicant verify receipt of the requisite number of Customer Satisfaction Surveys well *before* the solicitation deadline.

## **L004. HAND CARRIED OFFERS, MODIFICATIONS OR WITHDRAWALS:**

Hand-carried offers, modifications or withdrawals of a offers, and modifications, or withdrawals of a bids, **HAND DELIVERED** by other types of express mail services (Commercial Carriers, e.g. Federal Express, United Parcel Service, Airborne Express, etc.) **SHALL** be **HAND DELIVERED** to:

DOT, FEDERAL AVIATION ADMINISTRATION  
CUSTOMER SERVICE CENTER  
FIRST FLOOR  
1601 LIND AVE S.W.  
RENTON, WA 98057  
ATTN: ANGELA MIHALEK

### **3.1-1           Clauses and Provisions Incorporated by Reference (December 2005)**

This screening information request (SIR) or contract, as applicable, incorporates by reference the provisions or clauses listed below with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make the full text available, or offerors and contractors may obtain the full text via Internet at:  
<http://conwrite.faa.gov> (on this web page, select "Search and View Clauses").

- 3.2.2.3-1           False Statements in Offers (July 2004)**
- 3.2.2.3-6           Submittals in the English Language (July 2004)**

<b>3.2.2.3-7</b>	<b>Submittals in U.S. Currency (July 2004)</b>
<b>3.2.2.3-11</b>	<b>Unnecessarily Elaborate Submittals (July 2004)</b>
<b>3.2.2.3-12</b>	<b>Amendments to Screening Information Requests (July 2004)</b>
<b>3.2.2.3-13</b>	<b>Submission of Information/Documentation/Offer (July 2004)</b>
<b>3.2.2.3-14</b>	<b>Late Submissions, Modifications, and Withdrawals of Submittals (July 2004)</b>
<b>3.2.2.3-16</b>	<b>Restricting, Disclosing and Using Data (July 2004)</b>
<b>3.2.2.3-17</b>	<b>Preparing Offers (July 2004)</b>
<b>3.2.2.3-18</b>	<b>Prospective Offerors Requests for Explanations (July 2004)</b>
<b>3.2.2.3-19</b>	<b>Contract Award (July 2004)</b>
<b>3.2.4-30</b>	<b>Evaluation of Options Exercised at Time of Contract Award (April 1996)</b>
<b>3.6.2-35</b>	<b>Prevention of Sexual Harassment (August 1998)</b>

### **3.2.2.3-20                      Electronic Offers (July 2004)**

(a) The offeror (you) may submit responses to this SIR by the following electronic means: Fax or Email. Your offer must arrive at the place and by the time specified in the SIR.

(b) Electronic offers must refer to this SIR and include, as applicable, the item or sub-items, quantities, unit prices, time and place of delivery, all representations and other information required and a statement specifying the extent of your agreement with all the FAA's (we) terms, conditions, and provisions..

(c) We may decline to consider electronic offers that do not include required information, or that reject any of the terms, conditions and provisions of the SIR.

(d) We reserve the right to make award solely on the electronic offer. However, if the CO requests, you must promptly submit the complete original (hard copy) signed proposal.

(e) Send your offer electronically to: (425) 227-1055 or Angela.Mihalek@faa.gov

(f) If you chose to send your offer electronically, we will not be responsible for any failure attributable to transmitting or receiving the offer.

(End of provision)

### **3.2.4-1                      Type of Contract (April 1996)**

The FAA contemplates award of a firm fixed-price contract resulting from this Screening Information Request.

(End of provision)

### **3.9.1-3                      Protest (November 2002)**

**AS A CONDITION OF SUBMITTING AN OFFER OR RESPONSE TO THIS SIR (OR OTHER SOLICITATION, IF APPROPRIATE), THE OFFEROR OR POTENTIAL OFFEROR AGREES TO BE BOUND BY THE FOLLOWING PROVISIONS RELATING TO PROTESTS:**

(a) Protests concerning Federal Aviation Administration Screening Information Requests (SIRs) or awards of contracts shall be resolved through the Federal Aviation Administration (FAA) dispute resolution system at the Office of Dispute Resolution for Acquisition (ODRA) and shall be governed by the procedures set forth in 14 C.F.R. Parts 14 and 17, which are hereby incorporated by reference. Judicial review, where available, will be in accordance with 49 U.S.C. 46110 and shall apply only to final agency decisions. A protestor may seek review of a final FAA decision only after its administrative remedies have been exhausted.

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(b) Offerors initially should attempt to resolve any issues concerning potential protests with the Contracting Officer. The Contracting Officer should make reasonable efforts to answer questions promptly and completely, and, where possible, to resolve concerns or controversies. The protest time limitations, however, will not be extended by attempts to resolve a potential protest with the Contracting Officer.

(c) The filing of a protest with the ODRA may be accomplished by mail, overnight delivery, hand delivery, or by facsimile. A protest is considered to be filed on the date it is received by the ODRA.

(d) Only an interested party may file a protest. An interested party is one whose direct economic interest has been or would be affected by the award or failure to award an FAA contract. Proposed subcontractors are not "interested parties" within this definition.

(e) A written protest must be filed with the ODRA within the times set forth below, or the protest shall be dismissed as untimely:

(1) Protests based upon alleged improprieties in a solicitation or a SIR that are apparent prior to bid opening or the time set for receipt of initial proposals shall be filed prior to bid opening or the time set for the receipt of initial proposals.

(2) In procurements where proposals are requested, alleged improprieties that do not exist in the initial solicitation, but which are subsequently incorporated into the solicitation, must be protested not later than the next closing time for receipt of proposals following the incorporation.

(3) For protests other than those related to alleged solicitation improprieties, the protest must be filed on the later of the following two dates:

(i) Not later than seven (7) business days after the date the protester knew or should have known of the grounds for the protest; or

(ii) If the protester has requested a post-award debriefing from the FAA Product Team, not later than five (5) business days after the date on which the Product Team holds that debriefing.

(f) Protests shall be filed at:

(1) Office of Dispute Resolution for Acquisition, AGC-70,  
Federal Aviation Administration,  
800 Independence Ave., S.W.,  
Room 323,  
Washington, DC 20591,

Telephone: (202) 267-3290,  
Facsimile: (202) 267-3720; or

(2) other address as specified in 14 CFR Part 17.

(g) At the same time as filing the protest with the ODRA, the protester shall serve a copy of the protest on the Contracting Officer and any other official designated in the SIR for receipt of protests by means reasonably calculated to be received by the Contracting Officer on the same day as it is to be received by the ODRA. The protest shall include a signed statement from the protester, certifying to the ODRA the



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manner of service, date, and time when a copy of the protest was served on the Contracting Officer and other designated official(s).

(h) Additional information and guidance about the ODRA dispute resolution process for protests can be found on the ODRA Website at <http://www.faa.gov>.

(End of provision)

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**PART IV - SECTION M**  
**EVALUATION FACTORS FOR AWARD**

**M001. EVALUATION FACTORS FOR AWARD**

(a) The Government will make award to the responsible offeror whose proposal conforms to the solicitation terms and conditions, and is the lowest priced, technically acceptable proposal. The Government reserves the right to award on initial offers without discussions or to conduct one-on-one discussions with one or more offerors to clarify issues relating to scope, pricing and responsibility.

Prospective offerors are **required** to submit a technical proposal as discussed herein. Proposals shall be evaluated on the basis of the following criteria as either “acceptable” or “unacceptable”:

**(A). Past Experience**

**STANDARD FOR REVIEW:** An acceptable proposal must demonstrate at least two (2) successful projects in the past three (3) years similar to the current requirement. Similar is defined as performing janitorial services in an office environment with more than 25 employees as well as providing janitorial services on a call-out basis. The FAA reserves the right to contact the customers listed as references, and to use that information in its final determination.

**(B). Past Performance**

**STANDARD FOR REVIEW:** At least two (2) Customer Satisfaction Surveys (see attachments) must be received before the solicitation deadline with an average score of 3.5 or more. The FAA reserves the right to contact customers listed as references and conduct a Customer Satisfaction Survey by telephone in the event that there is insufficient competition due to the lack of customer satisfaction surveys received.

**M002. TIERED EVALUATION OF PROPOSALS**

A tiered evaluation of offers will be used in this source selection. The FAA will evaluate a single tier of offers according to the order of precedence specified in this SIR. Offers from other than small business concerns will only be considered after the determination that an insufficient number of offers from responsible, small business concerns were received. At least two qualified offers in a given tier are required in order to consider an award. If no award can be made at the first tier, the evaluation will proceed to the next higher lettered tier until award can be made. All responsible, competitive offers in a single tier will be considered equally for award. The tiered order of precedence for considering offers is (from first to last):

- a) Socially and economically disadvantaged businesses (SEDB) expressly certified by the Small Business Administration (SBA) for participation in the SBA’s 8(a) program; Service-disabled veteran owned small business (SDVOSB) (ref. Part II, Section I, clause **3.6.1-8 Notice of Competition Limited to Eligible SEDB 8(a) Concerns**)
- b) Small businesses and responsible, qualified, competitive offers from previous tiers (ref. Part II, Section I, clause **3.6.1-1 Notice of Total Small Business Set-Aside**).
- c) Other-than small businesses and responsible, qualified, competitive offers from previous tiers (there is no set-aside clause for this business type).

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**M003.    CONSIDERATION OF PRICE**

The offeror shall submit pricing information as prescribed in PART I - SECTION B of the Request for Offers. Award will be made to the contractor with the lowest priced, technically acceptable proposal.

Each offeror is required to provide a price for each contract line item (CLIN). Failure to comply may result in the rejection of the subject offer. A single award shall be made. There shall be no split award. In the event that the CLIN price for any line item is materially unbalanced, the entire offer may be rejected without discussion with the offeror. In the event of any disparity between the CLIN price and the total offered price, the CLIN price shall be deemed correct, and the total offered amount shall be revised accordingly, unless available information indicates otherwise.

## ATTACHMENT A

WD 05-2017 (Rev.-13) was first posted on www.wdol.gov on 06/22/2010

\*\*\*\*\*

REGISTER OF WAGE DETERMINATIONS UNDER | U.S. DEPARTMENT OF LABOR

THE SERVICE CONTRACT ACT | EMPLOYMENT STANDARDS ADMINISTRATION

By direction of the Secretary of Labor | WAGE AND HOUR DIVISION

| WASHINGTON D.C. 20210

|

|

|

| Wage Determination No.: 2005-2017

Shirley F. Ebbesen Division of | Revision No.: 13

Director Wage Determinations| Date Of Revision: 06/15/2010

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State: Alaska

Area: Alaska Statewide

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**\*\*Fringe Benefits Required Follow the Occupational Listing\*\***

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		15.33
01012 - Accounting Clerk II		18.76
01013 - Accounting Clerk III		20.98
01020 - Administrative Assistant		23.34
01040 - Court Reporter		18.84
01051 - Data Entry Operator I		14.86
01052 - Data Entry Operator II		17.86
01060 - Dispatcher, Motor Vehicle		20.25
01070 - Document Preparation Clerk		15.39
01090 - Duplicating Machine Operator		14.72
01111 - General Clerk I		15.59
01112 - General Clerk II		17.01
01113 - General Clerk III		19.09

01120 - Housing Referral Assistant	21.01
01141 - Messenger Courier	15.60
01191 - Order Clerk I	15.45
01192 - Order Clerk II	16.86
01261 - Personnel Assistant (Employment) I	19.07
01262 - Personnel Assistant (Employment) II	21.33
01263 - Personnel Assistant (Employment) III	23.79
01270 - Production Control Clerk	22.59
01280 - Receptionist	14.09
01290 - Rental Clerk	16.84
01300 - Scheduler, Maintenance	16.84
01311 - Secretary I	16.84
01312 - Secretary II	18.84
01313 - Secretary III	21.01
01320 - Service Order Dispatcher	16.48
01410 - Supply Technician	23.34
01420 - Survey Worker	18.78
01531 - Travel Clerk I	15.21
01532 - Travel Clerk II	16.80
01533 - Travel Clerk III	18.57
01611 - Word Processor I	16.18
01612 - Word Processor II	18.16
01613 - Word Processor III	20.31
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	27.64
05010 - Automotive Electrician	23.64
05040 - Automotive Glass Installer	21.87
05070 - Automotive Worker	21.87
05110 - Mobile Equipment Servicer	19.62
05130 - Motor Equipment Metal Mechanic	23.96
05160 - Motor Equipment Metal Worker	21.87
05190 - Motor Vehicle Mechanic	23.96
05220 - Motor Vehicle Mechanic Helper	18.53
05250 - Motor Vehicle Upholstery Worker	21.87
05280 - Motor Vehicle Wrecker	21.87

05310 - Painter, Automotive	22.86
05340 - Radiator Repair Specialist	21.87
05370 - Tire Repairer	17.78
05400 - Transmission Repair Specialist	23.96
07000 - Food Preparation And Service Occupations	
07010 - Baker	16.67
07041 - Cook I	15.17
07042 - Cook II	17.46
07070 - Dishwasher	10.99
07130 - Food Service Worker	13.46
07210 - Meat Cutter	18.87
07260 - Waiter/Waitress	11.91
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	25.94
09040 - Furniture Handler	17.36
09080 - Furniture Refinisher	25.94
09090 - Furniture Refinisher Helper	19.58
09110 - Furniture Repairer, Minor	22.74
09130 - Upholsterer	25.94
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	11.68
11060 - Elevator Operator	11.68
11090 - Gardener	17.52
11122 - Housekeeping Aide	14.15
11150 - Janitor	14.15
11210 - Laborer, Grounds Maintenance	14.59
11240 - Maid or Houseman	10.96
11260 - Pruner	13.18
11270 - Tractor Operator	16.53
11330 - Trail Maintenance Worker	14.59
11360 - Window Cleaner	15.67
12000 - Health Occupations	
12010 - Ambulance Driver	22.66
12011 - Breath Alcohol Technician	20.48
12012 - Certified Occupational Therapist Assistant	22.50

12015 - Certified Physical Therapist Assistant	21.90
12020 - Dental Assistant	20.32
12025 - Dental Hygienist	44.92
12030 - EKG Technician	29.90
12035 - Electroneurodiagnostic Technologist	29.90
12040 - Emergency Medical Technician	22.66
12071 - Licensed Practical Nurse I	18.31
12072 - Licensed Practical Nurse II	20.48
12073 - Licensed Practical Nurse III	22.84
12100 - Medical Assistant	17.49
12130 - Medical Laboratory Technician	21.01
12160 - Medical Record Clerk	16.04
12190 - Medical Record Technician	17.94
12195 - Medical Transcriptionist	20.41
12210 - Nuclear Medicine Technologist	43.70
12221 - Nursing Assistant I	13.27
12222 - Nursing Assistant II	14.92
12223 - Nursing Assistant III	16.28
12224 - Nursing Assistant IV	18.27
12235 - Optical Dispenser	20.20
12236 - Optical Technician	18.31
12250 - Pharmacy Technician	17.55
12280 - Phlebotomist	18.27
12305 - Radiologic Technologist	29.67
12311 - Registered Nurse I	28.98
12312 - Registered Nurse II	35.45
12313 - Registered Nurse II, Specialist	35.45
12314 - Registered Nurse III	42.88
12315 - Registered Nurse III, Anesthetist	42.88
12316 - Registered Nurse IV	51.40
12317 - Scheduler (Drug and Alcohol Testing)	25.38
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	21.09
13012 - Exhibits Specialist II	25.29
13013 - Exhibits Specialist III	30.90

13041 - Illustrator I	21.09
13042 - Illustrator II	25.29
13043 - Illustrator III	30.90
13047 - Librarian	25.66
13050 - Library Aide/Clerk	15.59
13054 - Library Information Technology Systems Administrator	23.84
13058 - Library Technician	19.63
13061 - Media Specialist I	16.71
13062 - Media Specialist II	18.70
13063 - Media Specialist III	20.85
13071 - Photographer I	19.50
13072 - Photographer II	23.82
13073 - Photographer III	27.01
13074 - Photographer IV	33.05
13075 - Photographer V	35.10
13110 - Video Teleconference Technician	18.43
14000 - Information Technology Occupations	
14041 - Computer Operator I	17.09
14042 - Computer Operator II	19.12
14043 - Computer Operator III	24.42
14044 - Computer Operator IV	25.98
14045 - Computer Operator V	
14071 - Computer Programmer I	(see 1)
14072 - Computer Programmer II	(see 1)
14073 - Computer Programmer III	(see 1)
14074 - Computer Programmer IV	(see 1)
14101 - Computer Systems Analyst I	(see 1)
14102 - Computer Systems Analyst II	(see 1)
14103 - Computer Systems Analyst III	(see 1)
14150 - Peripheral Equipment Operator	18.34
14160 - Personal Computer Support Technician	27.62
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	34.09
15020 - Aircrew Training Devices Instructor (Rated)	41.24



15030 - Air Crew Training Devices Instructor (Pilot)	49.42
15050 - Computer Based Training Specialist / Instructor	34.09
15060 - Educational Technologist	25.26
15070 - Flight Instructor (Pilot)	44.47
15080 - Graphic Artist	25.25
15090 - Technical Instructor	23.55
15095 - Technical Instructor/Course Developer	28.83
15110 - Test Proctor	19.12
15120 - Tutor	19.12
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	11.14
16030 - Counter Attendant	11.14
16040 - Dry Cleaner	14.19
16070 - Finisher, Flatwork, Machine	11.14
16090 - Presser, Hand	11.14
16110 - Presser, Machine, Drycleaning	11.14
16130 - Presser, Machine, Shirts	11.14
16160 - Presser, Machine, Wearing Apparel, Laundry	11.14
16190 - Sewing Machine Operator	15.20
16220 - Tailor	16.24
16250 - Washer, Machine	12.16
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	26.22
19040 - Tool And Die Maker	32.66
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	19.56
21030 - Material Coordinator	22.59
21040 - Material Expediter	22.59
21050 - Material Handling Laborer	17.01
21071 - Order Filler	15.49
21080 - Production Line Worker (Food Processing)	19.56
21110 - Shipping Packer	17.80
21130 - Shipping/Receiving Clerk	17.80
21140 - Store Worker I	14.56
21150 - Stock Clerk	19.82

21210 - Tools And Parts Attendant	19.56
21410 - Warehouse Specialist	19.56
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	29.25
23021 - Aircraft Mechanic I	27.66
23022 - Aircraft Mechanic II	29.25
23023 - Aircraft Mechanic III	30.86
23040 - Aircraft Mechanic Helper	21.69
23050 - Aircraft, Painter	27.45
23060 - Aircraft Servicer	24.23
23080 - Aircraft Worker	25.48
23110 - Appliance Mechanic	24.68
23120 - Bicycle Repairer	19.56
23125 - Cable Splicer	32.26
23130 - Carpenter, Maintenance	27.35
23140 - Carpet Layer	24.62
23160 - Electrician, Maintenance	33.25
23181 - Electronics Technician Maintenance I	28.23
23182 - Electronics Technician Maintenance II	33.62
23183 - Electronics Technician Maintenance III	35.69
23260 - Fabric Worker	23.00
23290 - Fire Alarm System Mechanic	25.71
23310 - Fire Extinguisher Repairer	21.40
23311 - Fuel Distribution System Mechanic	28.42
23312 - Fuel Distribution System Operator	24.75
23370 - General Maintenance Worker	21.71
23380 - Ground Support Equipment Mechanic	27.66
23381 - Ground Support Equipment Servicer	24.23
23382 - Ground Support Equipment Worker	25.48
23391 - Gunsmith I	21.40
23392 - Gunsmith II	24.62
23393 - Gunsmith III	27.84
23410 - Heating, Ventilation And Air-Conditioning Mechanic	26.32
23411 - Heating, Ventilation And Air Conditioning	28.62

Mechanic (Research Facility)	
23430 - Heavy Equipment Mechanic	30.13
23440 - Heavy Equipment Operator	29.79
23460 - Instrument Mechanic	27.68
23465 - Laboratory/Shelter Mechanic	26.22
23470 - Laborer	17.01
23510 - Locksmith	25.45
23530 - Machinery Maintenance Mechanic	27.44
23550 - Machinist, Maintenance	27.84
23580 - Maintenance Trades Helper	19.42
23591 - Metrology Technician I	27.68
23592 - Metrology Technician II	29.27
23593 - Metrology Technician III	30.88
23640 - Millwright	27.84
23710 - Office Appliance Repairer	23.24
23760 - Painter, Maintenance	24.94
23790 - Pipefitter, Maintenance	32.26
23810 - Plumber, Maintenance	30.80
23820 - Pneudraulic Systems Mechanic	27.84
23850 - Rigger	27.84
23870 - Scale Mechanic	24.62
23890 - Sheet-Metal Worker, Maintenance	27.48
23910 - Small Engine Mechanic	24.62
23931 - Telecommunications Mechanic I	26.79
23932 - Telecommunications Mechanic II	30.61
23950 - Telephone Lineman	28.61
23960 - Welder, Combination, Maintenance	25.93
23965 - Well Driller	27.05
23970 - Woodcraft Worker	27.84
23980 - Woodworker	21.40
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	12.47
24580 - Child Care Center Clerk	15.54
24610 - Chore Aide	14.06
24620 - Family Readiness And Support Services	16.21

Coordinator	
24630 - Homemaker	18.94
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	29.26
25040 - Sewage Plant Operator	28.70
25070 - Stationary Engineer	29.26
25190 - Ventilation Equipment Tender	21.66
25210 - Water Treatment Plant Operator	28.70
27000 - Protective Service Occupations	
27004 - Alarm Monitor	19.71
27007 - Baggage Inspector	15.91
27008 - Corrections Officer	27.17
27010 - Court Security Officer	26.28
27030 - Detection Dog Handler	18.14
27040 - Detention Officer	27.17
27070 - Firefighter	22.46
27101 - Guard I	15.91
27102 - Guard II	18.14
27131 - Police Officer I	31.05
27132 - Police Officer II	34.50
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	14.59
28042 - Carnival Equipment Repairer	15.47
28043 - Carnival Equipment Worker	11.99
28210 - Gate Attendant/Gate Tender	14.96
28310 - Lifeguard	12.47
28350 - Park Attendant (Aide)	17.23
28510 - Recreation Aide/Health Facility Attendant	12.21
28515 - Recreation Specialist	26.20
28630 - Sports Official	13.72
28690 - Swimming Pool Operator	21.90
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	24.62
29020 - Hatch Tender	24.62
29030 - Line Handler	24.62

29041 - Stevedore I	27.49
29042 - Stevedore II	30.43
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (see 2)	35.77
30011 - Air Traffic Control Specialist, Station (HFO) (see 2)	24.66
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)	27.16
30021 - Archeological Technician I	21.46
30022 - Archeological Technician II	24.90
30023 - Archeological Technician III	29.46
30030 - Cartographic Technician	31.78
30040 - Civil Engineering Technician	29.63
30061 - Drafter/CAD Operator I	23.41
30062 - Drafter/CAD Operator II	27.28
30063 - Drafter/CAD Operator III	29.19
30064 - Drafter/CAD Operator IV	34.79
30081 - Engineering Technician I	22.72
30082 - Engineering Technician II	26.56
30083 - Engineering Technician III	29.74
30084 - Engineering Technician IV	33.02
30085 - Engineering Technician V	38.08
30086 - Engineering Technician VI	45.77
30090 - Environmental Technician	22.13
30210 - Laboratory Technician	26.61
30240 - Mathematical Technician	32.95
30361 - Paralegal/Legal Assistant I	21.93
30362 - Paralegal/Legal Assistant II	27.15
30363 - Paralegal/Legal Assistant III	33.22
30364 - Paralegal/Legal Assistant IV	40.20
30390 - Photo-Optics Technician	32.95
30461 - Technical Writer I	20.22
30462 - Technical Writer II	24.72
30463 - Technical Writer III	33.98
30491 - Unexploded Ordnance (UXO) Technician I	22.74
30492 - Unexploded Ordnance (UXO) Technician II	27.51
30493 - Unexploded Ordnance (UXO) Technician III	32.97

30494 - Unexploded (UXO) Safety Escort	22.74
30495 - Unexploded (UXO) Sweep Personnel	22.74
30620 - Weather Observer, Combined Upper Air Or (see 2)	29.19
Surface Programs	
30621 - Weather Observer, Senior (see 2)	32.42
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	12.71
31030 - Bus Driver	19.13
31043 - Driver Courier	17.79
31260 - Parking and Lot Attendant	13.19
31290 - Shuttle Bus Driver	17.89
31310 - Taxi Driver	15.74
31361 - Truckdriver, Light	17.89
31362 - Truckdriver, Medium	19.85
31363 - Truckdriver, Heavy	22.18
31364 - Truckdriver, Tractor-Trailer	22.18
99000 - Miscellaneous Occupations	
99030 - Cashier	12.27
99050 - Desk Clerk	14.09
99095 - Embalmer	22.74
99251 - Laboratory Animal Caretaker I	12.34
99252 - Laboratory Animal Caretaker II	20.92
99310 - Mortician	22.74
99410 - Pest Controller	22.53
99510 - Photofinishing Worker	11.95
99710 - Recycling Laborer	25.38
99711 - Recycling Specialist	30.29
99730 - Refuse Collector	22.92
99810 - Sales Clerk	13.82
99820 - School Crossing Guard	16.32
99830 - Survey Party Chief	26.44
99831 - Surveying Aide	17.60
99832 - Surveying Technician	24.04
99840 - Vending Machine Attendant	17.01
99841 - Vending Machine Repairer	19.91

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ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$3.50 per hour or \$140.00 per week or \$606.67 per month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of eleven paid holidays per year: New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.)(See 29 CFR 4.174)

THE OCCUPATIONS WHICH HAVE NUMBERED FOOTNOTES IN PARENTHESES RECEIVE THE FOLLOWING:

1) COMPUTER EMPLOYEES: Under the SCA at section 8(b), this wage determination does not apply to any employee who individually qualifies as a bona fide executive, administrative, or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per week) an hour would likely qualify as exempt computer professionals, (29 C.F.R. 541.400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition, because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds \$27.63 per hour conformances may be necessary for certain nonexempt employees. For example, if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate, then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

Additionally, because job titles vary widely and change quickly in the computer industry, job titles are not determinative of the application of the computer professional exemption. Therefore, the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:

(1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;

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- )
- (2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;
  - (3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or
  - (4) A combination of the aforementioned duties, the performance of which requires the same level of skills. (29 C.F.R. 541.400).

2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

#### **\*\* UNIFORM ALLOWANCE \*\***

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors



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subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition, April 2006, unless otherwise indicated. Copies of the Directory are available on the Internet. A links to the Directory may be found on the WHD home page at <http://www.dol.gov/esa/whd/> or through the Wage Determinations On-Line (WDOL) Web site at <http://wdol.gov/>.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE  
{Standard Form  
1444 (SF 1444)}

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C)(vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.

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3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).

4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.

5) The contracting officer transmits the Wage and Hour decision to the contractor.

6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper. When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.

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## ATTACHMENT B

### Janitorial Service Performance Customer Satisfaction Survey

Date: \_\_\_\_\_

\_\_\_\_\_ (Contractor Name) is submitting a proposal on a Federal Aviation Administration solicitation (DTFANM-11-R-00009) and provided your name as a customer reference. Part of our evaluation process requires information on the firm's past performance. Your input is important to us and responses are required by \_\_\_\_\_ (date & time) for inclusion of this evaluation. Your assistance is greatly appreciated.

**Please rate you current level of satisfaction with our overall service performance:**

\_\_\_\_\_ Excellent (5)    \_\_\_\_\_ Very Good (4 )    \_\_\_\_\_ Good (3)    \_\_\_\_\_ Needs Improvement (2)  
\_\_\_\_\_ Unacceptable (1)

Comments: \_\_\_\_\_  
\_\_\_\_\_

**How quickly do we respond to your needs, requests, or complaints?**

\_\_\_\_\_ Excellent (5)    \_\_\_\_\_ Very Good (4 )    \_\_\_\_\_ Good (3)    \_\_\_\_\_ Needs Improvement (2)  
\_\_\_\_\_ Unacceptable (1)

Comments: \_\_\_\_\_  
\_\_\_\_\_

**How would you rate the problem solving capabilities and follow-up of our Operations Management?**

\_\_\_\_\_ Excellent (5)    \_\_\_\_\_ Very Good (4 )    \_\_\_\_\_ Good (3)    \_\_\_\_\_ Needs Improvement (2)  
\_\_\_\_\_ Unacceptable (1)

Comments: \_\_\_\_\_  
\_\_\_\_\_

**How would you rated the performance of our on-site employees providing janitorial services for your facility?**

\_\_\_\_\_ Excellent (5)    \_\_\_\_\_ Very Good (4 )    \_\_\_\_\_ Good (3)    \_\_\_\_\_ Needs Improvement (2)  
\_\_\_\_\_ Unacceptable (1)

Comments: \_\_\_\_\_  
\_\_\_\_\_

**Your overall satisfaction in the following areas (please mark the appropriate rating with an "X".**

	Excellent (5)	Very Good (4)	Good (3)	Needs Improvement (2)	Unacceptable (1)	Not applicable
Offices	_____	_____	_____	_____	_____	_____
Conference Room	_____	_____	_____	_____	_____	_____
Lobby/Entrance/Corridors	_____	_____	_____	_____	_____	_____
Restrooms/Locker Rooms	_____	_____	_____	_____	_____	_____
Medical/Physical Fitness	_____	_____	_____	_____	_____	_____
Cafeterias/Break Rooms	_____	_____	_____	_____	_____	_____
Elevators/Stairwells	_____	_____	_____	_____	_____	_____
Tower Cabs	_____	_____	_____	_____	_____	_____

Organization Name: \_\_\_\_\_ Date: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone #: \_\_\_\_\_

**Thank you for completing this survey.**

**THIS FORM IS TO BE COMPLETED BY THE CUSTOMER REFERENCE  
AND EITHER EMAILED OR FAXED DIRECTLY TO:  
ANGELA.MIHALEK@FAA.GOV  
OR FAX: 425-227-1055.**